

**Disability Employment Toolkit**

**Book I**

***Toolkit Resource  
Manual***

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Halifax, Nova Scotia  
October 2000

# ***The Nova Scotia Disability Employment Toolkit***



This Toolkit was funded by Human Resources Development Canada, Nova Scotia. It was sponsored by the Nova Scotia Disabled Persons Commission and the Maritime School of Social Work of Dalhousie University.

**Halifax, Nova Scotia  
October 2000**

**Canada**



## Acknowledgements

This Toolkit is truly a collaborative undertaking. I wish at this time to express my deep gratitude to all those who contributed in such important ways to its completion. In particular, I want to acknowledge the generous contributions of employers, individuals with disabilities and professionals in the employment field who made time in their busy schedules to meet in focus groups and respond to questionnaires about what should be included. Their creative ideas and valuable suggestions about information needs and priorities have been highly influential in shaping the Toolkit's content.

A very special vote of thanks goes to the Disability Toolkit Advisory Committee. These dedicated individuals, representative of a wide range of disability organizations in the community, have demonstrated extraordinary expertise and commitment, creativity and capacity for effective cross-disability collaboration. Through every phase of the Toolkit's development, they have maintained ownership of the Project and lent their considerable expertise, positive criticism and guidance. Without their creative ideas and unfaltering support the Toolkit would not have been possible.

I want to acknowledge, as well, the two sponsoring organizations, the Nova Scotia Disabled Persons Commission and the Maritime School of Social Work of Dalhousie University. In particular, I want to name Mr. Burke MacCallum, who deserves special mention for his excellent work on the statistical profile of disability in Nova Scotia.

The cartoons for Book II were created by Mr. Stephen Taylor. I am most appreciative of his fine contribution.

Finally, I want to acknowledge the contribution of HRDC Nova Scotia, which funded the Project. Without their contribution and continued support, this important information resource would not be available.

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## Executive Summary

This Toolkit is dedicated to improving employment options for Nova Scotians with disabilities. It has three primary purposes:

- to help job seekers with disabilities find employment;
- to help employers find, hire and retain qualified people with disabilities; and
- to help disability employment service providers become more effective in delivering services to both job seekers and potential employers.

There are three separate books in the Toolkit. Each book has its own special focus. Each presents a set of tools and guidelines relevant to that focus. The books are not in sequence, so you can start with whatever book interests you most. We do recommend, however, that you make a point of looking at all three books. We think you will find something of interest to you in each of them. Here is a brief description of the three books.

**Book I** is a disability and employment resource manual. It provides background information of general interest. It starts with an explanation of why it is so important at this time to increase job opportunities for Nova Scotians with disabilities. It goes on to describe characteristics of the disability population in the Province, and examines the implications of the changing labour market for job seekers with disabilities. It concludes with links to important web sites where resources related to both disability and employment are available.

**Book II** is primarily intended for job seekers with disabilities. It guides them inch-by-inch through every step of the job-finding process. It outlines seven major steps, and provides tips and guidelines for each. The steps cover:

- pre-employment planning;
- skills assessment;
- goal setting and employment planning;
- resume preparation;
- the actual job search;

- the job interview; and
- future career planning.

**Book III** is designed especially for employers. It presents a strong business case for hiring people with disabilities. It dispels myths about disability, identifies barriers to employment and proposes job accommodation strategies. It outlines tips and guidelines for recruiting, interviewing, training and hiring people with disabilities. It describes, as well, several helpful workplace strategies designed to not only support employees with disabilities, but also to improve general worker morale and productivity. It includes important information about human rights and employment equity goals and practices, and describes approaches to effective disability management in the workplace. It concludes with an invitation to employers to work with the disability community towards improving job prospects for Nova Scotians with disabilities. This book is a direct response to questions employers frequently raise about how to expand their available pool of labour and achieve a diversified workforce mirroring the community of which they are a part.

# **Disability Employment Toolkit**

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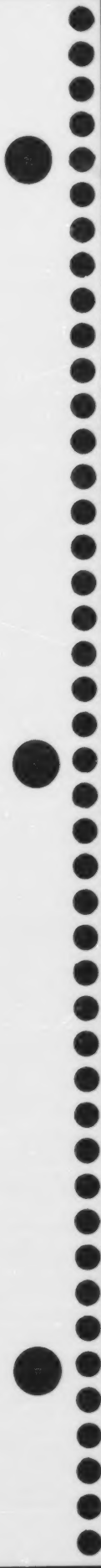
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I

# Introduction





## Introduction

The dawn of a new millennium seems like a highly appropriate time to tackle in earnest the enormous challenge of improving job prospects for Nova Scotians with disabilities. The urgency of this challenge cannot be overstated. It resides, of course, in our values; in our commitment as Canadians to an inclusive society and to social justice and equality for all. It resides equally, however, and indeed increasingly, in the rapidly changing labour market conditions and trends that characterize our times, and that have such significant implications for the future economic viability of our province and our nation. If in the past our values alone have not been a sufficiently powerful force to propel us towards decisive and creative action, then perhaps the momentum added by emerging economic realities will do so.

## The Employment Challenge

Over the past few decades changing demographic trends, coupled with technological advances that have revolutionized the nature of work and the skill sets required in many types of occupations, have brought into sharp focus the urgent need to expand the available pool of qualified labour. Few employers would dispute the reality of an impending labour crisis. What is less clear, however, is just how we will meet this crisis. The only real certainty is that meet it we must, if Nova Scotia is to compete and remain economically viable in the face of increasingly rapid globalization of the economy.

The same technological advances that have restructured the nature of work and accelerated the pace of globalization have expanded the array of options open to individuals with disabilities seeking to minimize the effects of functional limitations and achieve independence and choice through labour force participation. The goal of increasing employment opportunities and options for job seekers with disabilities is not a new one. Indeed it has been a central theme in the several government and private sector disability initiatives that have unfolded over the past three decades. From the Obstacles Report released two decades ago to the more recent Federal Task Force on Disability Issues and now the In Unison Report, released in 1998 by the Federal-Provincial-Territorial Ministers Responsible for Social Services, there has been a call for equal citizenship and the right to work for persons with disabilities; and for Corporate Canada and the community to open the employment doors to them. Yet, the progress has been disappointingly slow. The vast

majority of people with disabilities who want to work continue to be denied employment, and remain consigned to dependence on stigmatizing and subsistence level income assistance. With the technological advances that have freed many people with disabilities from physical dependency, the alarming escalation of income maintenance costs and the crying need for an expanded pool of skilled labour, it is surely time to renew our determination to act decisively. Mobilizing for strategic and successful action is the challenge that faces us all, the government, and the corporate world, the community and citizens with disabilities.

## **Working Together for Creative Solutions**

People with disabilities want work and the economic independence it brings. Employers want skilled workers who can assure their continuing and future economic viability. Governments want to promote economic self-reliance and thereby reduce the enormous costs of lost productivity and income supports. Communities want to be revitalized economically through productive engagement of community members in strong and self-sustaining local enterprises. These are the partner groups that must work together in a strategy to increase labour force participation for individuals with disabilities. These partners are interdependent, and no single group can maximize its interests without the others. The challenge, indeed the imperative, is for cooperative action and a collaborative strategy towards a brighter economic future for all.

This Toolkit is intended as a contribution to that collaborative action. It is itself a collaborative undertaking, involving many community representatives, employers, job seekers with disabilities and government at both the federal and provincial levels. It is designed to accommodate the information needs of employer, job seeker and professional stakeholders in the employment field as they themselves have defined them. We hope the remarkably high spirit of cooperation and collaboration that has characterized the work on this initiative will signal a broader willingness and ability to take up the employment challenge that faces all of us. It will require dedication, creativity and most of all the will to act if we are to realize that all-important goal – opening the employment doors to Nova Scotians with disabilities.

## **How to Use This Toolkit**

For ease of use the Toolkit is set out in three separate documents. Book I, the Toolkit Resource Manual, contains background information on the disability population in Nova Scotia and the changing labour market in the Province. It is information that will be of interest to both employers and job seekers and will therefore serve as a reference guide. Book I also contains several Internet

resources in the form of hypertext links. Those with disk copies of the document and Internet access can use this portion of the document to access the web sites directly. General print references are also included at the end of Book I.

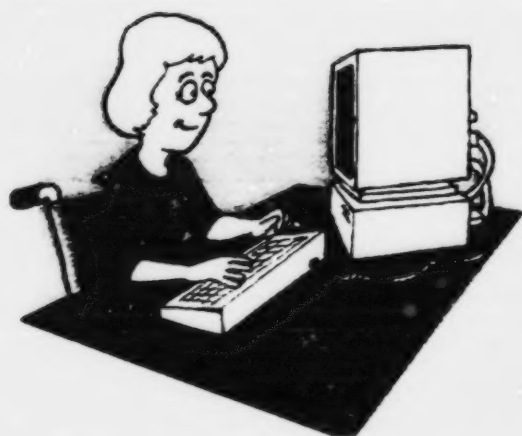
Book II is intended specifically for job seekers with disabilities. It guides the reader through each step of the job-finding process, and provides practical hints and strategies for activities from initial career planning to landing the job. Job seekers are advised to proceed systematically through the seven steps outlined.

Book III is intended specifically for employers. It responds to information needs defined by employers themselves as priorities. It outlines strategies and guidelines for the various phases of the recruitment, hiring and workplace management processes and covers a number of human rights and other legislative requirements. The three books, each with its own set of tools, complement each other. Taken together, they make up the Nova Scotia disability Employment toolkit.



# II

## **Disability in Nova Scotia**





## Disability in Nova Scotia

According to the 1995 Statistics Canada National Population Health Survey, Nova Scotians with disabilities made up 27% of the total provincial population. This compared with 20% for Canada as a whole. From any perspective, political, economic or social, these striking figures represent a significant challenge to government, the corporate world and the community alike. It is a challenge we cannot afford to ignore.

The purpose of this section is to promote a better understanding of disability and identify and analyze some important characteristics of the Nova Scotia disability population. We will explore as well disabling circumstances that have constituted barriers to the full citizenship and in particular, the labour force participation of people with disabilities. Removal of these barriers is the important challenge that lies ahead for all of us!

### Definition of Disability

Most members of the general public would probably consider the meaning of the term disability quite obvious. In reality, however, disability is a complex phenomenon, with different meanings for different people. To some, disability simply means some type of medical condition resulting in physical or mental abnormality. To others, disability is characterized by an inability to do things that most other people can do. To still others, it means economic or social disadvantage because of environmental circumstances that can't accommodate physical or mental 'difference'. Each of these popularly understood meanings has some validity. Each by itself, however, fails to capture the full reality of disability.

Since 1981 untangling the complexities of defining disability has been a continuing priority for the World Health Organization. Its two decade old initiative to develop an internationally recognized definition of disability has resulted in the now much refined International Classification of Impairments, Disabilities and Handicaps. It became clear to the International Committee early on that disability could not be defined adequately except in the context of the underlying impairment and the resulting handicap. Separating and exploring the relationships between these three key components of the disability phenomenon has expanded our understanding of disability and opened doors to creating effective strategies for maximizing the potential of people with

disabilities world wide.

Within the International Classification of Impairments, Disabilities and Handicaps:

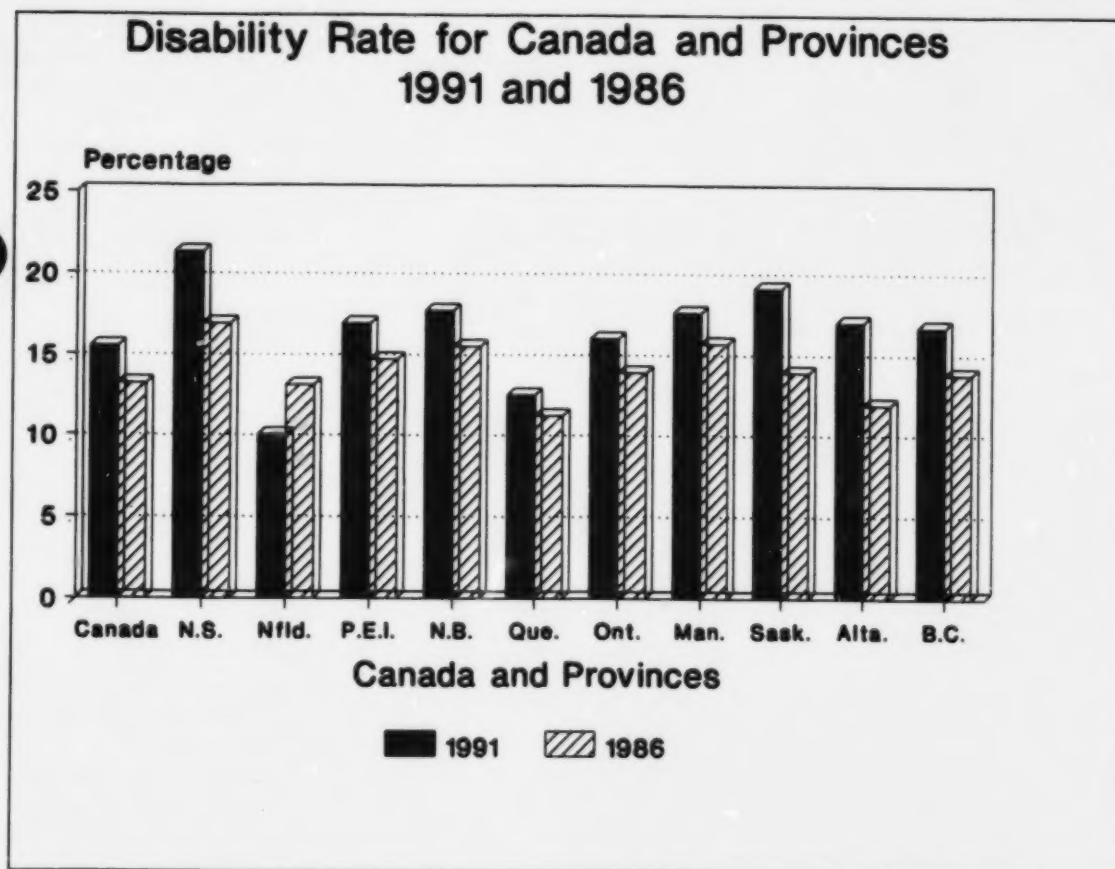
- **Impairment** means: an abnormality of bodily structure or organic function due to an underlying disease, trauma or medical condition.
- **Disability** means: functional limitations, or inability or reduced ability to perform a 'normal' range of activities due to impairment.
- **Handicap** means: disadvantages experienced by individuals because of the interaction of impairments and disabilities with the surrounding environment.

The central notion here is the interaction of impairments and disabilities with the environment. People with impairments do not necessarily have functional limitations or disabilities; and people with disabilities are not necessarily handicapped in their physical and social environments. Let's take, for example, a person whose impairment is serious facial disfigurement as a result of a fire. The disfigurement may have no impact at all on his or her ability to perform 'normal' activities (no disability). The individual may nonetheless experience serious disadvantage (handicap) accessing employment in an employing organization where negative societal attitudes towards disfigurement prevail. By contrast, take the example of someone that has sustained a spinal cord injury in a diving accident and now uses a wheelchair for mobility. This individual clearly has both an impairment and a disability. Nonetheless, in an accessible and socially aware workplace where appropriate accommodations are available, the impairment and disability do not necessarily result in reduced capacity to access and maintain employment; that is, in handicap. Separating the three components of disability, then, and in particular highlighting the important role played by environmental responses to impairments and disabilities, has provided important insight into how we might harness the untapped potential of the disability population and thereby expand the pool of available labour. Let us now examine some of the characteristics of that population.

## A Statistical Profile of Disability in Nova Scotia

According to the most current figures available from the Health and Activities Limitation Survey carried out by Statistics Canada, there were 4,184,685 persons with disabilities in Canada in 1991. This represents 15.5% of the Canadian population. The comparable figures for Nova Scotia in 1991 were 189,455 persons, or 21.3% of the Nova Scotia population, a significantly higher rate than the Canadian average. In fact, the disability rate for Nova Scotia was higher than

FIGURE 1



any other province in Canada, and almost 6% higher than the national average. In addition, the results of the 1986 Health and Activities Limitation Survey showed similar results with Nova Scotia having a disability rate of 16.9% (more than 3.7% higher than the 1986 Canadian rate of 13.2% (Figure 1)).

The prevalence of disability in Nova Scotia has also been estimated based on questions contained in the National Population Health Survey. In the 1994-95 National Population Health Survey, about 20% of adult Canadians and 27% of Nova Scotians indicated that their activities were in some way restricted due to a long term physical or mental condition. This indicates that the rate of disability has increased significantly in Nova Scotia since the last Health and Activities

In addition, recently released figures from Statistics Canada indicated that 27.5% of the Aboriginal population in Nova Scotia reported having a disability, while a total of 60.5% of the Aboriginal population over 55 years of age reported having a disability.

Of those reporting disabilities in Nova Scotia in 1991, 52.6% were female (99,685) and 48.0% were male (89,770). There were 15,275 children between 0 to 14 years of age with a disability, 108,135 persons between 15 and 64 years of age, and 66,045 persons 65 years of age and over reporting a disability. The rate of disability in Nova Scotia increased with increasing age for both 1986 and 1991 (Figure 2). Table 1 provides the disability population size and percentage by age grouping and gender for Nova Scotia. In addition, 95.8% of persons with disabilities in Nova Scotia resided in households, which meant that only 4.2% resided in institutions.

FIGURE 2

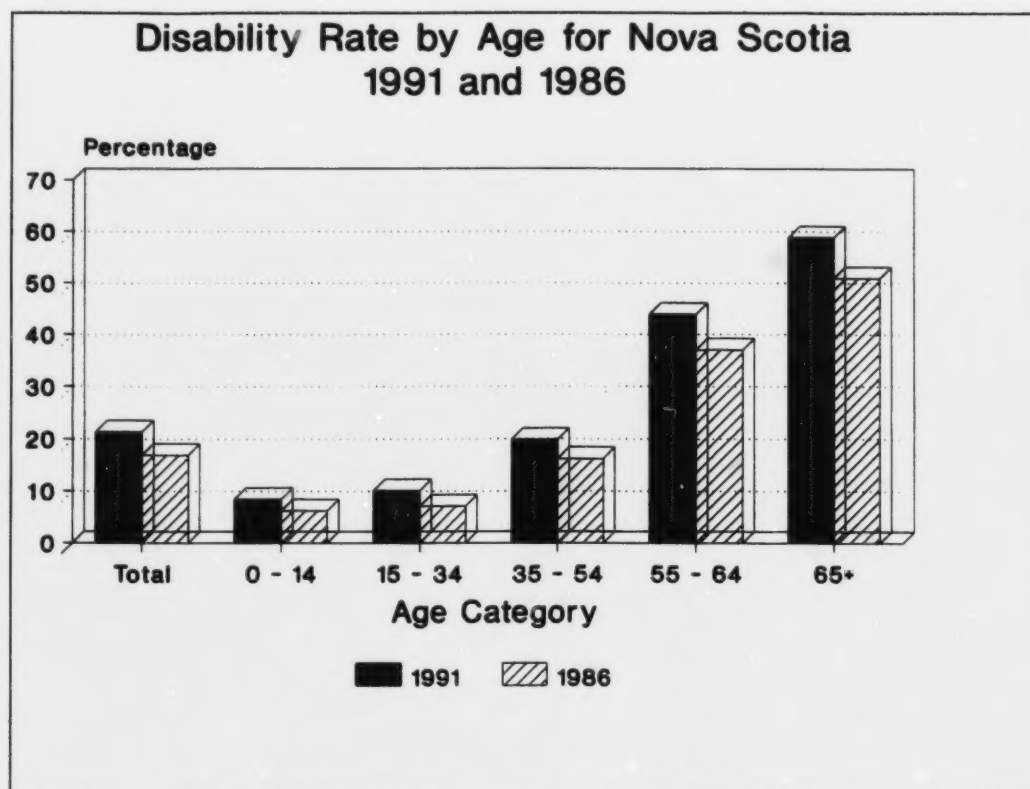


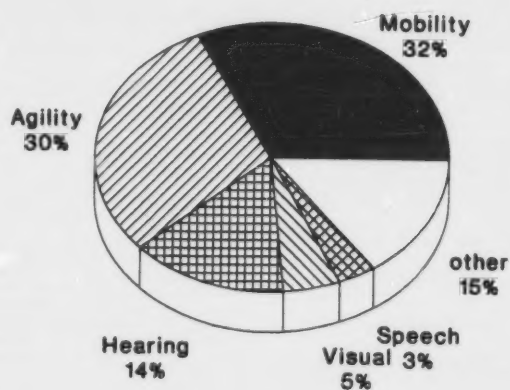
**TABLE 1**  
**DISABILITY RATE AND SIZE BY AGE AND SEX, NOVA SCOTIA 1991**

| <b>TOTAL POPULATION</b>  |                       |                        |
|--------------------------|-----------------------|------------------------|
| <b>AGE (YEARS)</b>       | <b>DISABILITY (%)</b> | <b>POPULATION SIZE</b> |
| <b>Total Population</b>  | <b>100.0</b>          | <b>189,455</b>         |
| 0 - 14 years             | 8.1                   | 15,275                 |
| 15 - 64 years            | 57.1                  | 108,135                |
| 65 - 74 years            | 19.9                  | 37,745                 |
| 75 - 84 years            | 10.2                  | 19,270                 |
| 85 + years               | 4.8                   | 9,035                  |
| <b>FEMALE POPULATION</b> |                       |                        |
| <b>Total Population</b>  | <b>100.0</b>          | <b>99,685</b>          |
| 0 - 14 years             | 6.7                   | 6,695                  |
| 15 - 64 years            | 57.8                  | 57,600                 |
| 65 - 74 years            | 18.2                  | 18,190                 |
| 75 - 84 years            | 9.9                   | 9,825                  |
| 85 + years               | 7.4                   | 7,375                  |
| <b>MALE POPULATION</b>   |                       |                        |
| <b>Total Population</b>  | <b>100.0</b>          | <b>89,770</b>          |
| 0 - 14 years             | 9.6                   | 8,580                  |
| 15 - 64 years            | 56.3                  | 50,530                 |
| 65 - 74 years            | 21.8                  | 19,550                 |
| 75 - 84 years            | 10.5                  | 9,445                  |
| 85 + years               | ----                  | ----                   |

For persons with disabilities between 15 and 64 years of age in Nova Scotia in 1991, 63,225 reported a mobility impairment; 59,230 an agility impairment; 28,655 a hearing impairment; 10,250 reported a visual impairment; and 6,770 had a speech impairment. All other types of disabilities such as mental health disabilities and learning disabilities were included in the "other" category (see Figure 3).

Of the 15,275 children in Nova Scotia with a disability, 17.7% had hearing difficulty, 17.1% had reported speech difficulty, and 10.3% had some visual difficulty. In addition, for 43.9% of the children, daily activity was limited by their disability; 18.3% attended special classes/school, and 12.4% utilized some type of technical aid.

**Figure 3**  
**Nature of Disability in Nova Scotia 1991**



Nova Scotia (15 - 64 years of age)

Table 2 provides a comparison of the disability rates between Canada and Nova Scotia by the type of disability. In Nova Scotia, the disability rate for persons with mobility disabilities was 4.2% higher than the Canadian rate. Since the largest group of persons with disabilities consists of persons with mobility disabilities comprising more than one third of all disabilities; the higher rate of mobility disability in Nova Scotia does, in part, explain the higher overall disability rate in Nova Scotia.

**TABLE 2**  
**DISABILITY BY CATEGORY FOR CANADA AND NOVA SCOTIA**

| TYPE OF DISABILITY | Canada    |      | Nova Scotia |      |
|--------------------|-----------|------|-------------|------|
|                    | TOTAL     | %    | TOTAL       | %    |
| Seeing             | 519,330   | 8.4  | 19,875      | 7.5  |
| Hearing            | 1,115,270 | 18.1 | 50,675      | 19.0 |
| Speaking           | 242,395   | 3.9  | 7,920       | 3.0  |
| Mobility           | 1,835,895 | 29.8 | 90,480      | 34.0 |
| Agility            | 1,274,150 | 20.7 | 54,150      | 20.3 |
| Other              | 942,550   | 15.3 | 38,155      | 14.3 |
| Unknown            | 228,635   | 3.7  | 5,205       | 2.0  |

Regarding the level of severity of disability, 46.5% were rated as having a mild level of disability, 36.0% a moderate level and 17.5% had a severe level of disability. Table 3 show that Nova Scotia has a similar or lower disability rate for the mild and severe levels when compared with Canada, however, the moderate levels of disability were 3.2% higher than the Canadian average.

**TABLE 3****SEVERITY LEVEL OF DISABILITY FOR CANADA AND NOVA SCOTIA**

| SEVERITY LEVEL | CANADA    |       | NOVA SCOTIA |       |
|----------------|-----------|-------|-------------|-------|
|                | Number    | %     | Number      | %     |
| Mild           | 1,735,920 | 49.2  | 77,275      | 46.5  |
| Moderate       | 1,160,590 | 32.8  | 59,810      | 36.0  |
| Severe         | 636,580   | 18.0  | 29,105      | 17.5  |
| Total          | 3,533,090 | 100.0 | 166,190     | 100.0 |

Table 4 provides an analysis of the disability rate in Nova Scotia by federal electoral areas from the 1991 HALS database. These results clearly show that the disability rate is unevenly distributed across Nova Scotia with rates ranging from a low of 11.3% in Dartmouth to a high of 29.6% in Cape Breton (The Sydneys ). As indicated in Table 4, Halifax (14.6%), Halifax West (11.8%) and Dartmouth (11.3%) were exceptionally low areas of disability, being well below the Canadian average of 15.5%. In contrast, all other areas of the province are considerably higher than the Canadian average with Cape Breton (the Sydneys ) at 29.6% and Southwest Nova at 28.4% being exceptionally high. These results indicate that almost one in three persons in these areas have reported having a disability.

**TABLE 4**  
**POPULATION OF NOVA SCOTIA, ALL AGES, FOR FEDERAL**  
**ELECTORAL AREAS**

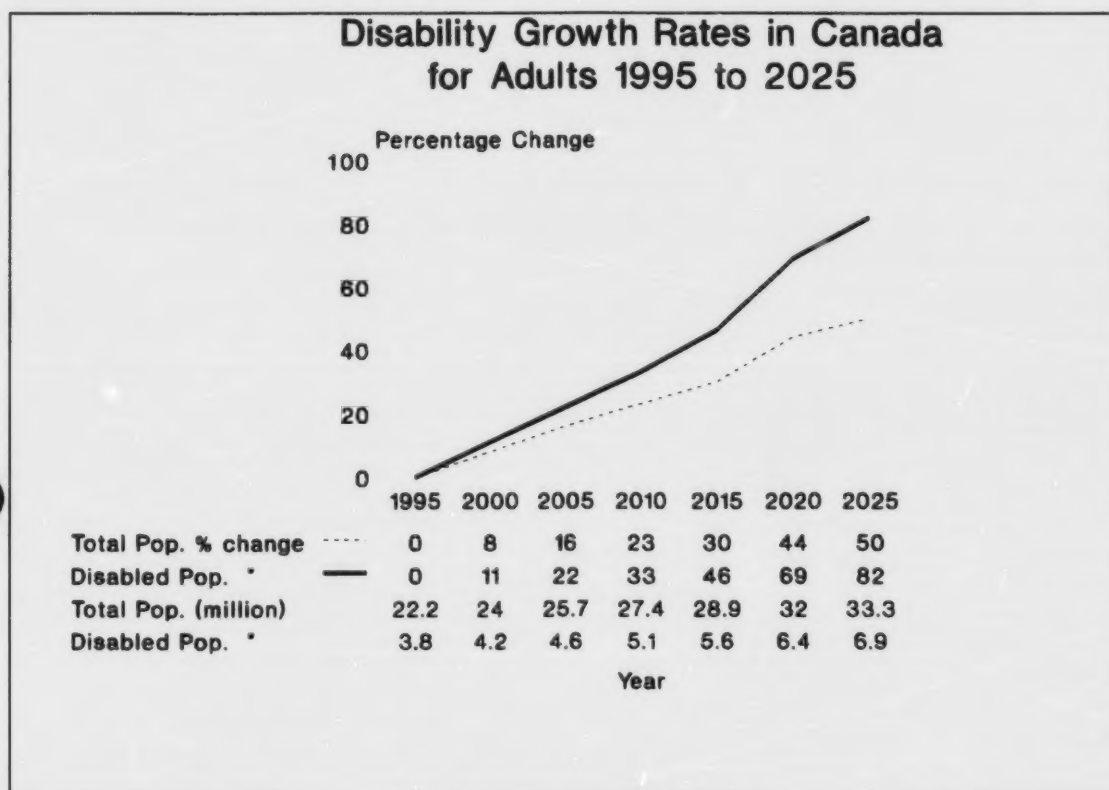
**TOTAL, ALL AGES**

| AREA                           | TOTAL   |       | DISABLED |      | NON-DISABLED |      |
|--------------------------------|---------|-------|----------|------|--------------|------|
|                                | NUMBER  | %     | NUMBER   | %    | NUMBER       | %    |
| Annapolis Valley<br>Hants      | 105,575 | 100.0 | 23,795   | 22.5 | 81,785       | 77.4 |
| Cape Breton<br>East Richmond   | 59,180  | 100.0 | 14,540   | 24.5 | 44,635       | 75.4 |
| Cape Breton<br>Highlands-Canso | 60,600  | 100.0 | 13,395   | 22.1 | 47,205       | 77.8 |
| Cape Breton<br>The Sydneys     | 59,625  | 100.0 | 17,655   | 29.6 | 41,970       | 70.3 |
| Central Nova                   | 94,410  | 100.0 | 23,075   | 24.4 | 71,330       | 75.5 |
| Cumberland<br>Colchester       | 85,140  | 100.0 | 20,330   | 23.8 | 64,810       | 76.1 |
| Dartmouth                      | 102,935 | 100.0 | 11,710   | 11.3 | 91,225       | 88.6 |
| Halifax                        | 85,690  | 100.0 | 12,520   | 14.6 | 73,170       | 85.3 |
| Halifax West                   | 103,645 | 100.0 | 12,275   | 11.8 | 91,370       | 88.1 |
| South Shore                    | 74,705  | 100.0 | 18,110   | 24.2 | 56,595       | 75.7 |
| South West Nova                | 49,500  | 100.0 | 14,060   | 28.4 | 35,440       | 71.5 |

According to Statistics Canada, future projections of the disability rate indicate that the number of adults (15 to 64 years of age) with disabilities in Canada is expected to increase from 3.8 million in 1995 to 6.9 million in 2025. This represents an 82% increase in the disability population as compared to a 50% increase in the total Canadian population between 1995 and 2025 (Figure 4).

In addition it has been estimated that persons with disabilities who are 65 years of age and over are expected to increase from 1.38 million in 1995 to 3.3 million in 2025.

**FIGURE 4**



## EMPLOYMENT AND PERSONS WITH DISABILITIES

Table 5 provides the most current available employment statistics on persons with disabilities. In Nova Scotia in 1996, the unemployment rate for persons with disabilities was 18.1% and 13.0% for persons without disabilities. In addition, 78.4% of persons with disabilities were listed as "not in the labour force" compared with 31.3% for persons without disabilities. In

effect, 21.6% of persons with disabilities were participating in the workplace as compared to 68.7% for persons without disabilities.

Table 5 also provides an analysis of employment status by gender. Although the unemployment rate was about the same for males and females at 18.0 and 18.2%, a significantly higher percentage of females were not in the labour force 82.2% as compared to 74.3 for males with disabilities.

Tables 6 and 7 provide the employment status for persons with and without disabilities in Nova Scotia by HRDC region in 1996. As indicated in these tables the unemployment rates for persons with disabilities varies from a low of 12.5% in Bedford to an incredible 29.8% in Port Hawkesbury. These findings are similar for persons without disabilities although the unemployment rates are much lower at 7.3% for Bedford and 24.7% for Port Hawkesbury. As one would expect, unemployment rates were, in every HRDC region, higher for person with disabilities with the highest rates being concentrated in Cape Breton.

Figure 5 provides an analysis of the types of employment that persons with disabilities were seeking in 1991 as reported in the HALS survey. These data indicate that 32% were seeking full time employment, 24% were seeking full or part-time employment and 35% were seeking part time employment only.

Table 8 provides an overview of employment status by severity level of disability. These data are from the 1991 Health and Activities Limitation Survey and indicate that 73.4% of persons with severe disabilities are not in the labour force as compared to 36.8% for persons with mild disability levels. Similarly, only 22.1% of persons with severe disabilities were in the labour force compared to 52.9% for persons with mild levels of disability.

Finally, Table 9 provides a listing of the most important workplace accommodation needs reported by persons with disabilities for Nova Scotia and Canada. The most important needs given for Nova Scotia were modified or reduced work hours (30.5%). Other important factors included job redesign (22.4%) and technical aids (8.9%).

**TABLE 5**  
**LABOUR FORCE ACTIVITY FOR PERSONS WITH AND WITHOUT**  
**DISABILITIES BY SEX (15 - 64 YEARS OF AGE), NOVA SCOTIA 1996**

| <b>EMPLOYMENT STATUS</b> |                                                         |                                                      |
|--------------------------|---------------------------------------------------------|------------------------------------------------------|
|                          | <b>PERSONS WITHOUT<br/>DISABILITIES<br/>NOVA SCOTIA</b> | <b>PERSONS WITH<br/>DISABILITIES<br/>NOVA SCOTIA</b> |
|                          | <b>%</b>                                                | <b>%</b>                                             |
| Employed                 | 59.8                                                    | 17.7                                                 |
| Unemployed               | 13.0                                                    | 18.1                                                 |
| Not in Labour Force      | 31.3                                                    | 78.4                                                 |
| Participation Rate       | 68.7                                                    | 21.6                                                 |
| <b>FEMALE POPULATION</b> |                                                         |                                                      |
|                          | <b>%</b>                                                | <b>%</b>                                             |
| Employed                 | 53.1                                                    | 14.5                                                 |
| Unemployed               | 12.6                                                    | 18.2                                                 |
| Not in the Labour Force  | 39.3                                                    | 82.2                                                 |
| Participation Rate       | 60.7                                                    | 17.8                                                 |
| <b>MALE POPULATION</b>   |                                                         |                                                      |
|                          | <b>%</b>                                                | <b>%</b>                                             |
| Employed                 | 67.1                                                    | 21.1                                                 |
| Unemployed               | 13.3                                                    | 18.0                                                 |
| Not in the Labour Force  | 22.7                                                    | 74.3                                                 |
| Participation Rate       | 77.3                                                    | 25.7                                                 |

**TABLE 6**  
**LABOUR FORCE ACTIVITY FOR PERSONS WITH DISABILITIES BY**  
**HRDC REGION**

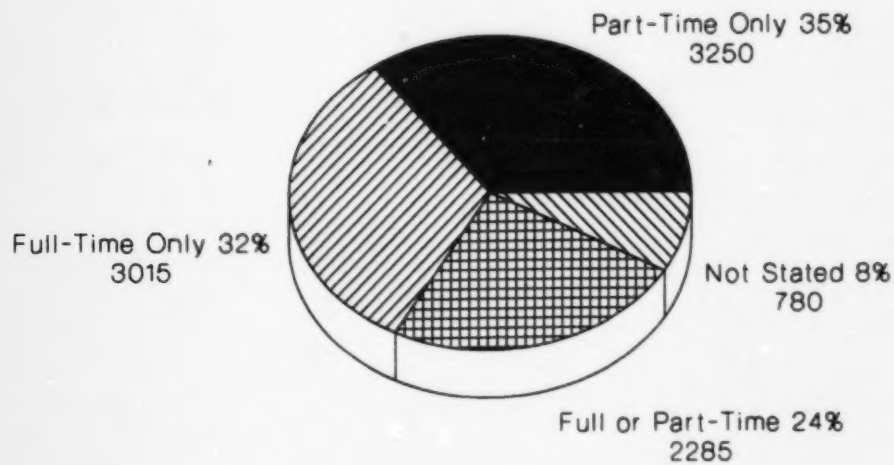
| HRDC REGION         | EMPLOYED<br>% | UNEMPLOYED<br>% | NOT IN<br>LABOUR<br>FORCE | PARTICIPATION<br>RATE % |
|---------------------|---------------|-----------------|---------------------------|-------------------------|
| <b>NOVA SCOTIA</b>  | <b>17.7</b>   | <b>18.1</b>     | <b>88,150</b>             | <b>21.6</b>             |
| <b>SOUTH ZONE</b>   | <b>16.9</b>   | <b>19.4</b>     | <b>21,690</b>             | <b>21.0</b>             |
| Kentville           | 19.1          | 17.6            | 7,280                     | 23.2                    |
| Bridgewater         | 17.1          | 20.5            | 6,545                     | 21.6                    |
| Digby               | 14.7          | 20.5            | 2,360                     | 18.5                    |
| Yarmouth            | 14.7          | 19.9            | 5,505                     | 18.3                    |
| <b>SYDNEY ZONE</b>  | <b>10.9</b>   | <b>24.2</b>     | <b>17,925</b>             | <b>14.4</b>             |
| Sydney              | 10.9          | 24.2            | 17,925                    | 14.4                    |
| <b>NORTH ZONE</b>   | <b>14.3</b>   | <b>21.7</b>     | <b>21,130</b>             | <b>18.3</b>             |
| Port Hawkesbury     | 9.7           | 29.8            | 3,420                     | 13.7                    |
| New Glasgow         | 15.5          | 21.6            | 5,200                     | 19.7                    |
| Amherst             | 14.5          | 24.5            | 4,210                     | 19.1                    |
| Antigonish          | 11.3          | 21.5            | 2,945                     | 14.6                    |
| Truro               | 17.3          | 17.2            | 5,355                     | 20.9                    |
| <b>HALIFAX ZONE</b> | <b>24.1</b>   | <b>14.1</b>     | <b>27,400</b>             | <b>28.0</b>             |
| Dartmouth           | 24.0          | 13.3            | 9,735                     | 27.8                    |
| Windsor             | 18.0          | 18.8            | 2,680                     | 22.1                    |
| Bedford             | 31.8          | 12.5            | 3,570                     | 36.4                    |
| Halifax             | 22.6          | 14.7            | 11,415                    | 25.5                    |

**TABLE 7**  
**LABOUR FORCE ACTIVITY FOR PERSONS WITHOUT DISABILITIES**  
**BY HRDC REGION**

| HRDC REGION         | EMPLOYED<br>% | UNEMPLOYED<br>% | NOT IN<br>LABOUR<br>FORCE | PARTICIPATION<br>RATE % |
|---------------------|---------------|-----------------|---------------------------|-------------------------|
| <b>NOVA SCOTIA</b>  | <b>59.8</b>   | <b>13.0</b>     | <b>152,495</b>            | <b>68.7</b>             |
| <b>SOUTH ZONE</b>   | <b>57.6</b>   | <b>13.3</b>     | <b>36,985</b>             | <b>66.5</b>             |
| Kentville           | 61.3          | 11.1            | 11,815                    | 69.0                    |
| Bridgewater         | 55.5          | 12.8            | 12,240                    | 63.7                    |
| Digby               | 52.2          | 17.2            | 3,690                     | 63.0                    |
| Yarmouth            | 56.8          | 15.7            | 9,240                     | 67.3                    |
| <b>SYDNEY ZONE</b>  | <b>47.3</b>   | <b>23.8</b>     | <b>24,955</b>             | <b>62.1</b>             |
| Sydney              | 47.3          | 23.8            | 24,955                    | 62.1                    |
| <b>NORTH ZONE</b>   | <b>56.1</b>   | <b>15.8</b>     | <b>35,095</b>             | <b>66.6</b>             |
| Port Hawkesbury     | 48.5          | 24.7            | 5,935                     | 64.4                    |
| New Glasgow         | 56.1          | 14.7            | 9,165                     | 65.8                    |
| Amherst             | 55.8          | 15.8            | 5,805                     | 66.2                    |
| Antigonish          | 56.4          | 15.5            | 5,220                     | 66.8                    |
| Truro               | 60.7          | 12.0            | 8,970                     | 68.9                    |
| <b>HALIFAX ZONE</b> | <b>66.6</b>   | <b>8.7</b>      | <b>55,460</b>             | <b>72.9</b>             |
| Dartmouth           | 66.1          | 8.8             | 19,495                    | 72.5                    |
| Windsor             | 59.5          | 13.2            | 4,220                     | 68.6                    |
| Bedford             | 71.0          | 7.3             | 9,085                     | 76.7                    |
| Halifax             | 66.0          | 8.6             | 22,660                    | 72.2                    |

**FIGURE 5**

**Unemployed Persons with Disabilities  
Seeking Full-Time/Part-Time Employment**



**Nova Scotia (15 - 64 years of age)**

**TABLE 8****LABOUR FORCE ACTIVITY FOR PERSONS WITH DISABILITIES  
BY SEVERITY OF DISABILITY, (15 - 64 YEARS OF AGE)  
NOVA SCOTIA 1991**

| <b>LEVEL OF SEVERITY - MILD</b>     |              |                        |
|-------------------------------------|--------------|------------------------|
|                                     | <b>%</b>     | <b>POPULATION SIZE</b> |
| <b>15 - 64 years</b>                | <b>100.0</b> | <b>53,505</b>          |
| Employed                            | 52.9         | 28,305                 |
| Unemployed                          | 10.3         | 5,520                  |
| Not in the Labour Force             | 36.8         | 19,675                 |
| <b>LEVEL OF SEVERITY - MODERATE</b> |              |                        |
| <b>15 - 64 years</b>                | <b>100.0</b> | <b>36,350</b>          |
| Employed                            | 32.4         | 11,770                 |
| Unemployed                          | 8.5          | 3,075                  |
| Not in the Labour Force             | 59.2         | 21,505                 |
| <b>LEVEL OF SEVERITY - SEVERE</b>   |              |                        |
| <b>15 - 64 years</b>                | <b>100.0</b> | <b>16,425</b>          |
| Employed                            | 22.1         | 3,625                  |
| Unemployed                          | 4.5          | 735                    |
| Not in the Labour Force             | 73.4         | 12,060                 |

**TABLE 9****ACCOMMODATION NEEDS REPORTED BY EMPLOYED  
PERSONS WITH DISABILITIES (15 - 64 YEARS OF AGE),  
NOVA SCOTIA AND CANADA 1991**

| <b>EMPLOYED POPULATION</b>     |                                               |                                          |
|--------------------------------|-----------------------------------------------|------------------------------------------|
| <b>ACCOMMODATION<br/>NEEDS</b> | <b>NOVA SCOTIA<br/>NUMBER REPORTING<br/>%</b> | <b>CANADA<br/>NUMBER REPORTING<br/>%</b> |
| Human support                  | 3.3                                           | 4.9                                      |
| Technical aids                 | 8.9                                           | 4.1                                      |
| Communication services         | ----                                          | 2.9                                      |
| Job redesign                   | 22.4                                          | 23.3                                     |
| Modified/reduced hours         | 30.5                                          | 20.9                                     |
| Handrails/ramps                | ----                                          | 5.2                                      |
| Appropriate parking            | 8.1                                           | 5.6                                      |
| Accessible elevator            | 4.4                                           | 5.5                                      |
| Accessible workstation         | 5.4                                           | 5.2                                      |
| Accessible washrooms           | 4.3                                           | 4.7                                      |
| Accessible transportation      | 4.7                                           | 7.1                                      |
| Other                          | 8.0                                           | 10.3                                     |

## BARRIERS TO EMPLOYMENT FOR PERSONS WITH DISABILITIES

Table 10 provides a listing of the barriers to employment as provided by persons with disabilities in the 1991 HALS Survey. Most frequently reported barriers for Nova Scotia were: "would lose some or all of their income if accepted employment" (21.7%), "there were no jobs available" (13.9%), "had inadequate training" (13.0%), or "would lose some or all supports if accepted employment" (12.3%).

According to the 1991 HALS Survey, when persons with disabilities were asked about the impact that their disability had on employment, 25% stated that they had been refused employment in the past; 17% reported being refused a promotion; and 22% stated they had been dismissed from their job because of their disability. More than 16% of persons with disabilities reported that they felt that their employer considered their disability to be a disadvantage in the workplace.

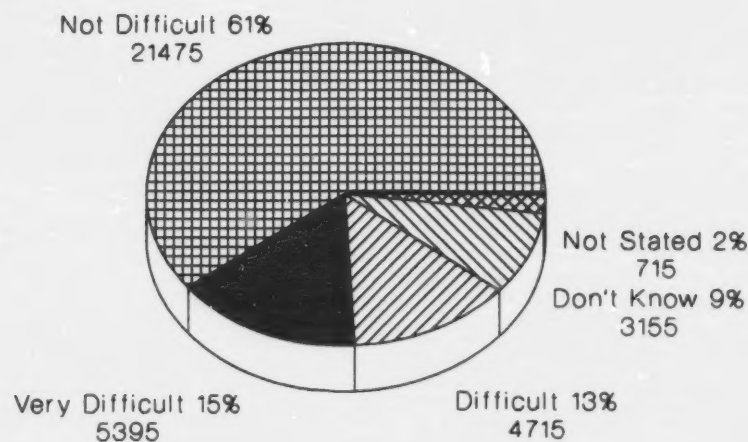
Figure 6 provides the level of difficulty experienced by persons with disabilities in changing or advancing in their present job. These figures indicate that 28% found it difficult or very difficult while 61% indicated that it was not difficult to change or advance in their present job.

**TABLE 10**  
**BARRIERS TO EMPLOYMENT REPORTED BY PERSONS WITH**  
**DISABILITIES NOT IN THE LABOUR FORCE, (15 - 64**  
**YEARS OF AGE), NOVA SCOTIA AND CANADA 1991**

| <b>NOT IN THE LABOUR FORCE POPULATION</b>                     |                                         |                                    |
|---------------------------------------------------------------|-----------------------------------------|------------------------------------|
| <b>BARRIERS</b>                                               | <b>NOVA SCOTIA<br/>NUMBER REPORTING</b> | <b>CANADA<br/>NUMBER REPORTING</b> |
| <b>TOTAL POPULATION</b>                                       | <b>53,240</b>                           | <b>1,004,630</b>                   |
| Would lose some/all income if<br>went to work                 | 21.7 %                                  | 15.6 %                             |
| Would lose some/all<br>supports if went to work               | 12.3 %                                  | 9.4 %                              |
| Family/friends have<br>discouraged them from going<br>to work | 3.5 %                                   | 4.1 %                              |
| Family responsibilities<br>prevent them from working          | 6.2 %                                   | 7.3 %                              |
| Job information is not<br>accessible                          | 3.4 %                                   | 4.2 %                              |
| Worry about being isolated<br>by other workers                | 3.0 %                                   | 3.5 %                              |
| Have been a victim of<br>discrimination                       | 3.4 %                                   | 5.4 %                              |
| Have inadequate training                                      | 13.0 %                                  | 12.0 %                             |
| Accessible transportation<br>not available                    | 7.9 %                                   | 5.3 %                              |
| No jobs available                                             | 13.9 %                                  | 11.0 %                             |
| Other                                                         | 11.6 %                                  | 22.0 %                             |

**Figure 6**

## **Persons Reporting Level of Difficulty Changing or Advancing in Present Job**



**Nova Scotia (15 - 64 years of age)**

### **EDUCATION AND PERSONS WITH DISABILITIES**

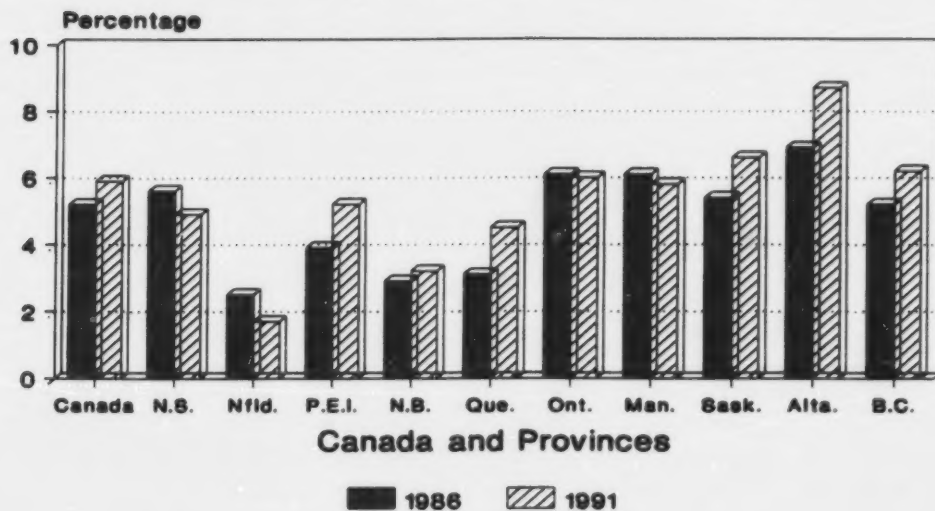
With respect to education, the percentage of persons with disabilities in Nova Scotia that reported having a university degree in 1991 was 4.9% (down from 5.4% in 1986) as compared to 13.5% for persons without disabilities (figure 7).

Table 11 provides the educational levels for persons with disabilities by gender for Nova Scotia and Canada in 1991. These data indicate that more persons with disabilities obtained certificates or diplomas in Nova Scotia than in Canada, while fewer persons obtained University

degrees in Nova Scotia. However, an analysis of these data by gender, indicate that these differences were explained mostly by differences in the male population. Females with disabilities had obtained similar educational levels of Canadians with disabilities.

**Figure 7**

**Persons with Disabilities Having a  
University Degree by Province 1986, 1991**



For persons 15 - 64 years of age

**TABLE 11**  
**PERSONS WITH DISABILITIES BY EDUCATION LEVEL AND SEX,**  
**(15 - 64 YEARS OF AGE) FOR NOVA SCOTIA AND CANADA 1991**

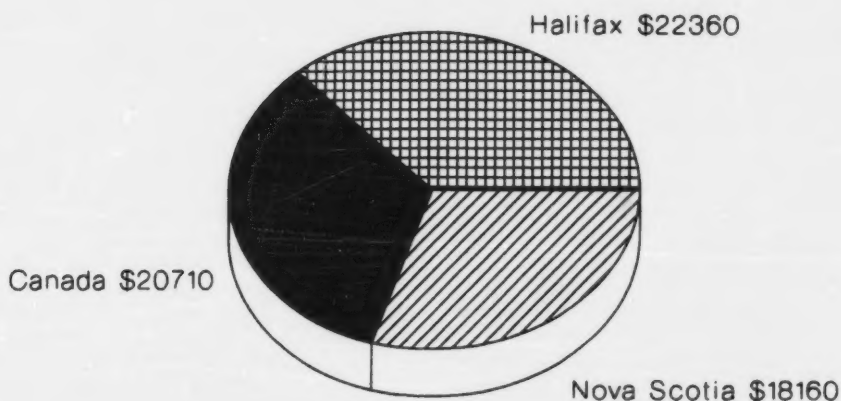
| <b>TOTAL POPULATION</b>  |                    |                  |
|--------------------------|--------------------|------------------|
|                          | <b>NOVA SCOTIA</b> | <b>CANADA</b>    |
| <b>15 - 64 years</b>     | <b>106,285</b>     | <b>2,297,135</b> |
|                          | <b>%</b>           | <b>%</b>         |
| 1 - 8 Years              | 20.7               | 18.1             |
| Secondary                | 45.2               | 44.9             |
| Some Post-Secondary      | 7.8                | 10.8             |
| Certificate/Diploma      | 20.8               | 18.7             |
| University/Degree        | 4.9                | 5.9              |
| <b>FEMALE POPULATION</b> |                    |                  |
| <b>15 - 64 years</b>     | <b>56,775</b>      | <b>1,160,810</b> |
| 1 - 8 Years              | 17.6               | 16.4             |
| Secondary                | 49.5               | 46.5             |
| Some Post-Secondary      | 9.1                | 11.0             |
| Certificate/Diploma      | 18.5               | 18.9             |
| University/Degree        | 5.1                | 5.6              |
| <b>MALE POPULATION</b>   |                    |                  |
| <b>15 - 64 years</b>     | <b>49,510</b>      | <b>1,136,325</b> |
| 1 - 8 Years              | 24.1               | 19.8             |
| Secondary                | 40.1               | 43.3             |
| Some Post-Secondary      | 6.4                | 10.6             |
| Certificate/Diploma      | 23.5               | 18.5             |
| University Degree        | 4.7                | 6.2              |

## INCOME AND PERSONS WITH DISABILITIES

According to Statistics Canada, the average annual income of persons with disabilities in Nova Scotia in 1990 was \$18,160. This figure was more than \$2,500 less than the Canadian average at \$20,710 and \$4,200 lower than the Halifax average \$22,360 (Figure 8).

**Figure 8**

### **Persons with Disabilities Average Income 1990**



**For persons 15 - 64 years of age**

Table 12 provides the employment related income levels for persons with disabilities in Canada, Nova Scotia, and Halifax . In 1990 there were 47,540 persons with disabilities in Nova Scotia between 15 to 64 years of age reporting no employment income and 8,330 persons with an annual income level of less than \$2,000.

Finally, Table 13 provides the number and percent of persons with disabilities receiving CPP in Nova Scotia by HRDC regions for March,1999. As one would expect, the largest number of claims were in the Halifax region at 33% or more than 7,635 claims. In total, there were more than 23,202 CPP disability claimants in Nova Scotia.

**TABLE 12**  
**EMPLOYMENT INCOME AND PERSONS WITH DISABILITIES**  
**(15 - 64 YEARS OF AGE), 1990**

| NUMBER OF PERSONS...   | CANADA    | NOVA SCOTIA | HALIFAX |
|------------------------|-----------|-------------|---------|
| Without Income in 1990 | 897,345   | 47,540      | 10,290  |
| With Income in 1990    | 1,399,790 | 58,740      | 18,035  |
|                        | %         | %           | %       |
| Under \$2,000          | 9.8       | 14.1        | 13.9    |
| \$2,000 - \$4,999      | 9.0       | 9.7         | 8.7     |
| \$5,000 - \$9,999      | 12.2      | 12.4        | 11.4    |
| \$10,000 - \$14,999    | 11.3      | 12.3        | 8.5     |
| \$15,000 - \$19,999    | 10.0      | 9.9         | 11.8    |
| \$20,000 - \$24,999    | 10.0      | 11.4        | 10.0    |
| \$25,000 - \$29,999    | 8.3       | 4.4         | 5.7     |
| \$30,000 - \$34,999    | 8.2       | 12.5        | 10.3    |
| \$35,000 - \$39,999    | 4.9       | 2.9         | 3.4     |
| \$40,000 - \$44,999    | 5.2       | 3.4         | 5.2     |
| \$45,000 and over      | 10.5      | 6.3         | 10.7    |

**TABLE 13**

**Persons with Disabilities Receiving CPP in  
Nova Scotia by HRDC Region, March 1999**

| <b>HRDC REGION</b>   | <b>PERSONS WITH DISABILITIES RECEIVING CPP</b> |             |
|----------------------|------------------------------------------------|-------------|
| <b>SOUTH ZONE</b>    | <b>4,578</b>                                   | <b>20%</b>  |
| HRDC Kentville       | 1,574                                          | 7%          |
| HRDC Bridgewater     | 1,433                                          | 6%          |
| HRDC Digby           | 464                                            | 2%          |
| HRDC Yarmouth        | 1,107                                          | 5%          |
| <b>SYDNEY ZONE</b>   | <b>5,614</b>                                   | <b>24%</b>  |
| HRDC Sydney          | 5,614                                          | 24%         |
| <b>NORTH ZONE</b>    | <b>4,672</b>                                   | <b>20%</b>  |
| HRDC New Glasgow     | 1,086                                          | 5%          |
| HRDC Port Hawkesbury | 718                                            | 3%          |
| HRDC Amherst         | 916                                            | 4%          |
| HRDC Antigonish      | 696                                            | 3%          |
| HRDC Truro           | 1,256                                          | 5%          |
| <b>HALIFAX ZONE</b>  | <b>7,635</b>                                   | <b>33%</b>  |
| HRDC Dartmouth       | 2,642                                          | 11%         |
| HRDC Windsor         | 660                                            | 3%          |
| HRDC Bedford         | 1,345                                          | 6%          |
| HRDC Halifax         | 2,988                                          | 13%         |
| <b>TOTAL</b>         | <b>23,202</b>                                  | <b>100%</b> |

## Sources of Statistical Data

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III

# The Changing Labour Market





### III

## **The Changing Labour Market**

The labour market in Nova Scotia has been undergoing profound change over the past few years. It is expected that this change will continue and even accelerate during the coming decade. This section will provide an overview of predominant provincial labour market trends and significant factors shaping the opportunities for people with disabilities that lie ahead.

### **New Growth, New Opportunities**

Overall the provincial economy is showing more positive signs of job growth than we have seen in some time. The growth is being generated in service industries, including tourism, accommodations, retail businesses and call centers, and in the manufacturing sector pushed by offshore oil and gas and related developments. There is also strong growth in professional, scientific and technical services, including computer related technical occupations. Because of the rapidity of technological advances and economic growth, there are growing shortages of qualified workers in the skilled trades.

The generally positive economic direction, while projected to continue in the longer term, is currently being impacted by difficult and challenging setbacks. The 2000-01 provincial budget has added significant momentum to the decline of public sector employment. This potentially represents a double blow for persons with disabilities. As a result of the budget, they face deep cuts in social programs on which they depend at precisely the same time as shrinkage of job opportunities is occurring in public sector areas that have generally been the most open to them. Nonetheless, in the medium to long term there remains considerable potential for increasing their labour market participation.

Employment opportunities throughout the Province remain uneven. The economy of the Halifax metropolitan area continues to perform at or above national rates of growth, though the recently announced closure of the Sears call center will represent a significant

job loss. The Cape Breton economy is locked in an intensifying crisis. One positive note, however, is the recent announcement of a new call center that is expected to generate several hundred jobs. Overall, though, conditions in mainland Nova Scotia outside of Halifax range from stable to strong growth in employment. As a result, on balance we can expect increasingly favourable labour market conditions in the short to medium term for people who are highly motivated, have a solid educational foundation, and have marketable skills in professional, technical and service occupations.

The shift from an oversupply to an undersupply of labour is becoming increasingly apparent. In particular, employers around the province and in virtually all the major sectors are concerned about looming shortages in qualified workers in the skilled trades. This growing awareness and concern is likely to create a demand for expanded training and apprenticeship opportunities and greater openness on the part of employers to hiring equity group members. In this context there are reasons to be optimistic about the potential benefits of continuing efforts to train and support persons with disabilities to seek employment in their communities.

There is an urgent need for employment service providers, educational and training institutions and advocates for persons with disabilities to be working on partnership linkages with employer groups, including the nine industry sector councils (formerly the RITC's) and with government agencies. New cooperative employment initiatives directed to education, training, transportation supports and innovative income support mechanisms are clear and urgent priorities.

## The Significance of Demographic Trends

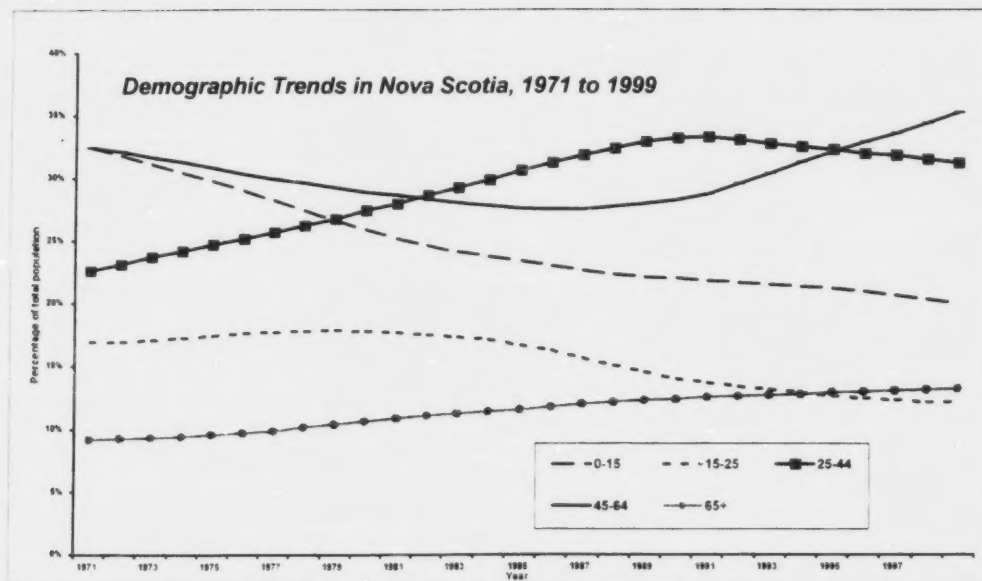
- ❑ Changing demographic trends are creating and shaping the future labour crisis. The overall population is aging with the baby boom generation, and this trend will contribute to labour shortages in the near future. These shortages, in turn, will drive expanding labour market opportunities over the next five to ten years.

The aging of Nova Scotia's population will be a driving force behind the changes in the job market in the next five to ten years. The most significant consequences of an aging population are:

1. There will be an increase in the creation of jobs in services oriented towards the elderly, and;
2. There will be increasing demand for individuals to fill positions across the entire labour market that will be vacated by retiring baby boomers.

The following graph describes the main demographic trends for Nova Scotia's population from 1971 to 1999 in terms of five age categories:

- 0 to 15 years, which includes the school age population and the future workforce;
- 15 to 24 years represents a group that is mostly still in school, and that generally works part-time or part-year in lower paying jobs;
- 25 to 44 and 45 to 64 years are the age categories that dominate the workforce;
- the age group 65+ normally will have retired from the labour force.



What is most striking and significant about the demographic trends in Nova Scotia is that the two youngest age cohorts, 0-15 and 15-25 have decreased as a percentage of the population from approximately 50% in 1971 to just over 30% in 1999. The cohorts over 45 years of age have grown from 40% to 49% of the overall population over the same period. The result is that in the next 5 to 15 years there will be a dramatic increase in the number of individuals who will retire and need to be replaced. Further, there will be an increase in demand for services used by the elderly for recreation, housing, health care and continuing care.

## Overall Labour Market Trends

- ❑ Unemployment is down in Nova Scotia which means that the economy has been creating jobs somewhat faster than people enter the labour force.
- ❑ The fastest growing industries are manufacturing (because of oil and gas development), transportation and warehousing, and professional and technical services.
- ❑ Employment in public services is down sharply, and will continue to shrink.
- ❑ There is job growth in all parts of the province, although Halifax is expanding at the fastest rate while Cape Breton is losing jobs faster than they are being created.

Nova Scotia's unemployment rate fell from 10.5% in 1998 to 9.6% in 1999. This was due to an increase in jobs of 9,700 that exceeded an increase of 6,100 in the labour force. As Table 1 reveals, the labour force participation rate also improved in 1999.

**Table 1      Labour Market Comparisons, 1998-1999**

| Market Indicator   | 1998    | 1999    | Change |
|--------------------|---------|---------|--------|
| Population 15+     | 734,900 | 740,800 | 0.8%   |
| Participation Rate | 60.70%  | 61.00%  |        |
| Labour Force       | 445,900 | 452,000 | 1.4%   |
| Employment         | 398,900 | 408,600 | 2.4%   |
| Unemployment       | 46,900  | 43,300  | -7.7%  |
| Unemployment Rate  | 10.50%  | 9.60%   |        |

*Source: Statistics Canada, Cat. No. 71-001*

For the first time since 1989, Nova Scotia's unemployment rate dipped below 10% in 1999. The participation rate, i.e., the percentage of working age people who are in the work force, reached its highest level since 1991, but was still well below the 65.2 % participation forecast for the Canadian economy as a whole in 1999. The net increase of 9,700 jobs included a jump from 320,400 to 330,400 full-time positions. Employment increases in 1999 followed job growth of 13,600 in 1998, and the outlook remained positive in the first quarter of 2000. The number of employed in March 2000 was over 15,000 higher than in March 1999, while the unemployment rate for the Province was almost a full point lower.

## **Jobs by Industry**

Between 1997 and 1999 there was a net increase of 24,300 people employed in Nova Scotia, an increase of 6.3%. Nearly 60% of those jobs were in the goods-producing sector, with 70% in service industries. As Table 2 shows, not all industries experienced an increase in jobs.

The rate of increase in jobs was greatest in the goods producing sector between 1997 and 1999. With the manufacturing industry leading the way with 7,300 new jobs and a 19.3% increase, goods-producing industries increased employment by 8.2% while service sector jobs increased by just 5.8%. The service sector is still the largest component of the labour market, and despite a sharp drop in public administration employment, it provided over 70% of the new jobs and is expected to be the main generator of new employment in the years ahead.

Government job creation efforts have focused increasingly on the service sector, particularly on the establishment of call centres. Establishment or expansion of five call centres was announced in 1999 - three in Halifax, and one each in Bridgewater and Sydney. In March 2000 another call centre for Sydney was announced. The announced closure of the Sears call center in May, 2000 constituted a major setback in these otherwise positive directions.

**Table 2 Change in employment by Industry, Nova Scotia, 1997-1999**

| Industry                                        | 1997           | 1999           | Change      |
|-------------------------------------------------|----------------|----------------|-------------|
| Agriculture                                     | 7,300          | 6,900          | -5.5%       |
| Forestry, Fishing, Mining Oil and Gas           | 15,200         | 15,000         | -1.3%       |
| Utilities                                       | 2,300          | 2,100          | -8.7%       |
| Construction                                    | 21,300         | 21,800         | 2.3%        |
| Manufacturing                                   | 37,700         | 45,000         | 19.4%       |
| <i>Total Goods Producing Sector</i>             | <i>83,800</i>  | <i>90,700</i>  | <i>8.2%</i> |
| Trade                                           | 66,900         | 70,700         | 5.7%        |
| Transportation and warehousing                  | 16,700         | 21,000         | 25.7%       |
| Finance, Insurance, Real Estate and Leasing     | 21,500         | 23,000         | 7.0%        |
| Professional, Scientific and Technical Services | 15,200         | 17,400         | 14.5%       |
| Management, Administrative and other support    | 12,500         | 14,100         | 12.8%       |
| Educational Services                            | 28,300         | 30,800         | 8.8%        |
| Health Care and Social Assistance               | 46,900         | 48,000         | 2.3%        |
| Information, Culture and Recreation             | 16,900         | 15,300         | -9.5%       |
| Accommodation and Food Service                  | 25,400         | 28,700         | 13.0%       |
| Other Services                                  | 20,200         | 23,200         | 14.9%       |
| Public Administration                           | 29,900         | 25,600         | -14.4%      |
| <i>Total Services Producing Sector</i>          | <i>300,500</i> | <i>317,900</i> | <i>5.8%</i> |

Source: Statistics Canada, Cat. No. 71-001

A forecast by Human Resources Development Canada (HRDC) released in mid-1999 predicted that industries which provide tourism-related services, business services and health services will produce most of the new jobs over the next few years, with retail trade and manufacturing also contributing significantly.

## Jobs by Occupation

Given the growth in manufacturing industries, it follows that occupations unique to processing and manufacturing were among the fastest growing between 1997 and 1999. As Table 3 shows, 4,400 jobs were created in this occupational sector, an increase of more than 20%. In terms of total jobs created, manufacturing trailed only sales and service occupations. In percentage terms, manufacturing had the second highest increase after occupations in natural and applied sciences.

**Table 3      Fastest Growing Occupations, 1997-1999**

| Occupation                                | 1997-99 Jobs Increase | % Change |
|-------------------------------------------|-----------------------|----------|
| Natural and applied science               | 3,700                 | 23.6%    |
| Manufacturing and processing              | 4,400                 | 20.1%    |
| Health                                    | 2,500                 | 10.5%    |
| Social Science, Education and Government  | 2,000                 | 7.6%     |
| Arts, Culture, Recreation and Sport       | 700                   | 7.5%     |
| Trades, transport and equipment operators | 3,900                 | 6.8%     |
| Sales and Service                         | 5,200                 | 4.8%     |
| Business, Finance and Administration      | 3,100                 | 4.8%     |
| Primary Industry                          | 700                   | 3.5%     |
| Management Occupations                    | -1,500                | -4.1%    |

*Source: Statistics Canada Cat. No. 71-001*

Jobs in the sales and service industry increased by only a small percentage (5%) but because the sector is so large it generated the largest number of new jobs (5,200). Some industries have high turnover rates and therefore appear to be producing new jobs without any net growth in the labour force. For example, the accommodation and food service industry employs just 7% of the work force, but over 20% of job openings posted at HRDC job centres in Nova Scotia in April 2000 were in this sector.

The rate of job growth is impressive in the "natural and applied sciences" sector that includes computer technicians and programmers as well as other engineering and consulting occupations impacted by the energy industry and other high-tech sectors.

## Regional Trends

Table 4 identifies, with check marks, the industry sectors that are expected to show positive growth in employment in each region of Nova Scotia over the 1998 to 2003 period. It indicates that, overall, growth will continue to be concentrated in the service sectors.

**Table 4 Growth Industries in Regions, 1998 to 2003**

|                                            | Northern<br>Region | Annapolis<br>Valley | South<br>Shore | Halifax | Cape<br>Breton |
|--------------------------------------------|--------------------|---------------------|----------------|---------|----------------|
| Community, Business & Personal Services    | ✓                  |                     |                |         |                |
| Education Services                         | ✓                  | ✓                   | ✓              | ✓       | ✓              |
| Health Services                            | ✓                  |                     | ✓              |         | ✓              |
| Business Services                          | ✓                  |                     |                | ✓       | ✓              |
| Accommodation and Food                     | ✓                  | ✓                   | ✓              | ✓       | ✓              |
| Other Services                             |                    |                     |                | ✓       |                |
| Trade Industries                           |                    |                     |                | ✓       | ✓              |
| Public Administration                      |                    |                     |                |         |                |
| Transportation, Communications & Utilities |                    |                     |                |         | ✓              |
| Finance, Insurance and Real Estate         |                    |                     |                | ✓       |                |
| Manufacturing Industries                   | ✓                  | ✓                   | ✓              | ✓       | ✓              |
| Construction Industries                    |                    | ✓                   | ✓              | ✓       |                |
| Primary Industries                         |                    |                     |                | ✓       |                |
| Total Employment                           |                    |                     |                |         |                |

The construction industry is projected to increase by 1.1 %, or 1,200 jobs, between 1998 and 2003, with the growth concentrated in the central regions of the province around Halifax. This industry will of course benefit from the Semptra Gas project and its commitment to hire approximately 630 Nova Scotians.

The manufacturing industry is expected to increase annually by 0.9%, or by 2,100 jobs between 1998 and 2003, and the growth is expected to impact all regions. In the Annapolis Valley manufacturing employment has increased from 6,200 employed in

1988 to 7,600 employed in 1999. Antigonish and Guysborough counties show strong growth in this sector as well due to energy development.

Before the announcement of the 2000/2001 provincial budget, education services were projected to grow by 0.7% annually between 1998 and 2003 resulting in the creation of approximately 1,000 jobs. A key factor here is the number of employees who are likely to retire in the next five to ten years. This was expected to create many new openings, but it seems possible now that many of these positions will not be filled.

The aging population will impact heavily on the health and social services industries, and employment is projected to increase by 1.4% annually, or by 3,400 jobs, between 1998 and 2003. With the new budget it is again unclear whether this much needed growth will be realized.

## **Prospects for the Future**

In general, it can be expected that industries and occupations that created most of the new jobs in 1999 will continue to lead the way in the near future. However, with completion of construction of the Sable project it is unlikely that manufacturing will continue the rate of growth recorded between 1997 and 1999. In addition, employment in health care, education and social services will be negatively impacted by the cuts announced in the 2000 Nova Scotia budget. The finance, insurance, real estate and leasing industry showed solid increases in employment over the past two years but is expected to shed jobs in future due to restructuring. In this regard, the first quarter of 2000 brought the announcement of the loss of 300 Royal Bank jobs in Halifax and 30 more in Sydney due to consolidation.

The demographic trends described above indicate that there will be openings in all sectors as the baby boomers retire at an accelerating rate over the next decade. As will be discussed below, employers are particularly concerned about finding qualified people in the skilled trades to replace an aging workforce that lacks the basic education to be able to continually upgrade in response to technological advances in almost every sector.

## **Findings from consultations with employers conducted by industry sector councils in 1999/2000**

- ┐ The 9 industry sector councils in Nova Scotia offer important opportunities for partnering on job training and employment projects.
- ┐ Through the councils, employers are pushing for innovative programming to meet the growing needs for skilled and highly motivated workers in a wide variety of technical and service occupations.

Nova Scotia has a system of industry sector councils supported by HRDC. They have evolved from the regional industry training councils (RITCs) that were established in the late 1980s, and now cover 9 industry sectors:

- Residential construction and renovation;
- Automobile sales, servicing and repair;
- Fish harvesting and processing and aquaculture;
- Industrial construction
- Healthcare – continuing care;
- Trucking
- Tourism
- Forest production and sawmills;
- Information technology

Of the nine, the first seven listed have conducted a variety of research and consultation activities over the past year to identify human resources trends and development needs in their sectors. The following are key issues identified by sector council board members and other representatives of employers and employees:

1. There are growing shortages of skilled labour due to demographic trends (the accelerating retirement of the "baby boomer" generation) and economic growth;
2. There appears to be reluctance on the part of young people coming out of high school to consider careers in the skilled trades due to the negative images of these occupations and the current bias in favour of white collar jobs;
3. There is a need for more investment and program development to upgrade the knowledge and skills of already employed workers, and to "recycle" workers from industries that are shedding jobs, to deal with more advanced technologies and production methods and to address expanding environmental and health and safety requirements.
4. There are major constraints on development of life-long learning systems. These are needed to: upgrade currently employed workers; improve the low literacy levels among the currently employed skilled and semi-skilled workforce; improve the limited investment capability of many small businesses; address the lack of management knowledge and skills among small business operators, particularly in areas of human resource development; increase government support for upgrading (EI resources go largely to new entrants, NSCC courses and apprenticeship are expensive and do not fit schedules and life styles of already employed workers);
5. There is a need to upgrade the knowledge and skills of small business owner-operators in the areas of financial and people management so that these enterprises, which comprise the great majority of employers in the Province, can survive in the increasingly competitive and globalized market place;

6. Priority should be given to promoting attitude change among employers regarding the hiring of persons with disabilities and other equity groups.

## **Conclusion**

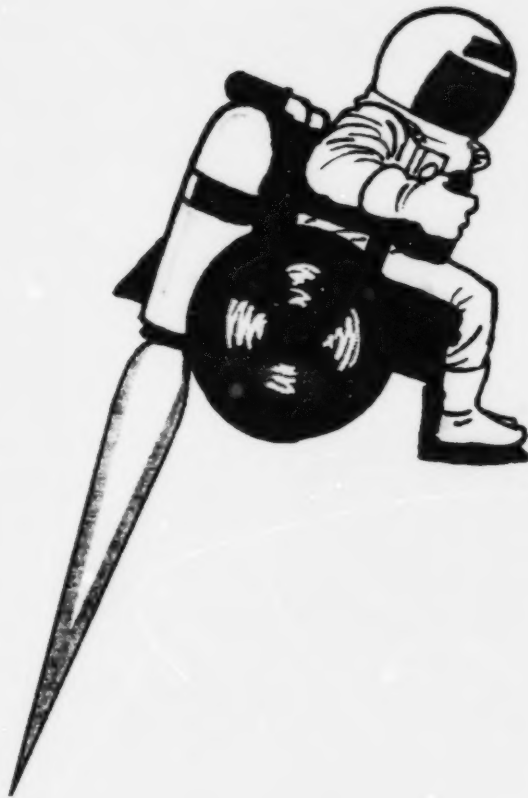
The obvious conclusion to be drawn from these consultations with employers and managers is that there is growing demand for qualified and motivated people in strategic sectors of the Nova Scotia economy. The most pressing need is for skilled tradespersons and technical workers who have the educational foundation to support continuous upgrading of knowledge and skills.

These conditions are creating a more positive climate for the training and employment of persons with disabilities. Employers are expressing greater openness to innovative approaches to meeting their staffing needs, and are particularly concerned about motivation, personal communication skills and loyalty. In a new workplace environment, where employers have to invest more to train and equip their employees, they want to reduce turnover and to professionalize their workforce.



# **IV**

## **Information Resources Available on the Internet**





## IV

### Information Resources Available on the Internet

This section of the Toolkit lists and describes a number of web sites where disability-related and employment related information is available. You should be aware, however, that links can disappear as quickly as they appear. The most we can promise is that at the time of writing, all the links were current!

If you should try a link and find it is not working, it may just be that the site has been rearranged and the item moved to another link on the same site. Try entering the web address up to the first slash (/) and look to see if it is on a new link. If that fails, then use a search engine to locate the material you want.

The sites below are grouped into several general categories for easy use. In the document hypertext links are included for direct access to the site. If you are using the document on your own computer, simply save it as a .htm file. Then if you are connected to the web you can use your own web browser (e.g., Internet Explorer or Netscape) to read it. Just enter the full path to where the document is located on your hard disk in the web browser address edit box. Then you can click on the link you want to explore. When you finish reading a page pressing the Backspace key will take you back to your document.

Enjoy surfing these interesting and informative sites!

### Canada Pension Plan Disability Benefits Links

#### **HRDC: CPP Disability Benefits**

[http://www.hrdc-drhc.gc.ca/isp/cpp/disabi\\_e.shtml](http://www.hrdc-drhc.gc.ca/isp/cpp/disabi_e.shtml)

This HRDC page provides comprehensive information about CPP Disability Benefits in a question and answer format. It includes toll free phone numbers where further information can be obtained.

**HRDC: Reassessing Eligibility for CPP Disability Benefits**

[http://www.hrdc-drhc.gc.ca/isp/cpp/facts/elig\\_e.shtml](http://www.hrdc-drhc.gc.ca/isp/cpp/facts/elig_e.shtml)

An HRDC web site detailing the process of reassessing eligibility for CPP Disability benefits. It is in a question and answer format. It covers a number of issues faced regularly by benefits recipients who are considering returning to work.

**HRDC: Changes to the Canada Pension Plan Disability Benefits**

<http://www.hrdc-drhc.gc.ca/isp/cpp/cpplcqa.shtml#disability>

This page outlines the changes that were made to CPP disability benefits. There are several important questions answered here and they are answered quite thoroughly.

**HRDC: Canada Pension Plan Payment Rates**

[http://www.hrdc-drhc.gc.ca/isp/cpp/rates\\_e.shtml](http://www.hrdc-drhc.gc.ca/isp/cpp/rates_e.shtml)

This page, updated in January 2000 details the payment rates for the Canada Pension Plan, including Disability Benefits. The table lists 9 different rates for the various categories of payment, and includes payment dates.

**BC PovNet web Site: Articles on CPP Disability Benefits**

<http://www.povnet.web.net/weldisability.html>

This series of articles covers such topics as definitions of disability and employability for CPP purposes, applications and appeals.

**Saskatchewan Voice of People with Disabilities**

<http://www3.sk.sympatico.ca/voice/>

This site, put together by an organization of and for people with disabilities, contains very useful information about Canada Pension Disability Benefits. Three linked documents are of particular interest: CPP Disability Benefits Application Guide; CPP Disability Benefits appeal Kit; and Canada Pension Fact sheets. These offer step-by-step practical hints and strategies for those applying for or receiving CPP Disability Benefits.

**Community Law Clinic, Vancouver: CPP Disability Benefits**

<http://www.povnet.web.net/CPPIntro-SP.html>

<http://www.povnet.web.net/CP2.html>

These articles by Sheila Puga deal with various aspects of the Canada Pension Disability Benefits eligibility requirements and the CPP Disability Benefits appeals process. They are intended for advocates assisting persons with disabilities to access CPP Disability Benefits or appeal a negative decision.

### **Kettle Advocacy Service: Taxes and Your CPP Benefits**

<http://www.povnet.web.net/cppdis-taxes.html>

This article by Miriam Jwigova details how CPP benefits are subject to taxation. It also provides guidelines on how to lessen the effects of the tax burden through strategic money management.

## **Community Disability Resources Links**

### **Canadian Association of the Deaf web site**

<http://www.cad.ca>

Although still under construction, this page provides links to information about the organization, past events and upcoming events and projects and services.

### **Canadian Council on Social Development**

<http://www.ccsd.ca>

A national, self-supporting, non-profit organisation, the CCSD's main product is information and its main activity is research, focussing on concerns such as income security, employment, poverty, child welfare, pensions and government social policies. By way of links, the site contains information on the CCSD's programs and services/

### **The Roeher Institute**

<http://www.indie.ca/roehher>

The Roeher Institute is Canada's leading organisation to promote the equality, participation and self-determination of people with intellectual and other disabilities. The page provides information on the institute and its programs and services.

### **Canadian Mental Health Association**

<http://www.cmha.ca>

The CMHA exists to promote mental health issues and also to work with people with mental health issues to help them deal with their disability.

### **Blindness Resources on the Net**

<http://deafblind.com/blind.html>

Contains dozens of links to several organizations that deal with blindness and living with a visual impairment. There are descriptions of what each link contains.

**Deaf World Web**

<http://dww.deafworldweb.org/>

This is a comprehensive world wide Deaf web site dealing with a wide range of topics of interest to persons who are deaf. The site is organised by country, products and services and categories of information and resources. A sign language dictionary is included. There is an index, and a user guide is provided to assist in navigating the site.

**Disability Etiquette Handbook**

<http://www.ci.sat.tc.us/planning/handbook>

This page contains the entire etiquette handbook. The book is divided up into separate sections and must be downloaded to view them. They are in PDF format so Acrobat Reader is necessary to view them. You can get the viewer by going to [www.adobe.com](http://www.adobe.com).

**Cutting Edge Disability Resources – 2000 Edition**

<http://www.jik.com/resource.html>

This site has information on the 2000 edition of the Cutting Edge Disability Resources Catalogue. It contains ordering information on literally hundreds of documents, projects, program information and anything that you can imagine related to disability issues. The catalogue, itself, is for sale.

**Nova Scotia Community Organization Network**

<http://nsnet.org>

This page is the online presence of the NS Community Organization Network. Its aim is to represent community organizations and agencies that serve people with disabilities and other health challenges. This site is to provide information and resources from around the province that would assist parents, families and professionals to seek disability supports and resources.

**Independent Living: Disability Resources & Services**

<http://www.independentliving.org/index.html>

This site contains Independent Living information, philosophy and resources. Very comprehensive. It includes as well a link to a wide range of other disability resources at: <http://www.independentliving.org/Links2.html>

The latter contains hundreds of links to organizations both national and international related to Disability Issues. The topics range from Accessibility and Advocacy to Human Rights and Personal Assistance. The links on this page are very comprehensive.

**Disabled Living Foundation Home Page**

<http://www.dlf.org.uk/advice/wlh/text07.html>

<http://www.dlf.org.uk/>

Sources and tips on the use of all sorts of daily living disability aids and devices. This page describes the everyday needs of people with disabilities and makes suggestions for making routines easier as well as hinting at new methods for carrying out these routines.

**Saskatchewan Voice of People with Disabilities: Words with Dignity**

<http://www3.sk.sympatico.ca/voice/wordswithdignity.htm>

When working with persons with disabilities it's very important to put the person before the disability. This document gives several examples of how to do just that. It is a must read for everyone who works with people with disabilities.

**Information London - Links to organizations and resources for people with disabilities**

<http://www.info.london.on.ca/disabled>

This page contains links to nearly 100 organizations dealing with disability issues. Each link is followed by a brief description of the organization and its purpose. The links include virtually all types of disabilities and information about their national organizations.

**CCRW WORKink (National): Home Page**

<http://www.workink.com/site.htm#employers>

This site provides a comprehensive overview of the WORKink program. It gives the mission, the purpose of the organization and what exactly the site does. It also contains links to WORKink in all of the Canadian provinces.

**HRDC: Community Resources and Partnerships**

<http://www.hrdc-drhc.gc.ca/english/communit/communit.htm>

Lots of information on HRDC initiated community resources and partnerships. Information is available for resources and partnerships in every county in Nova Scotia.

**HRDC (Nova Scotia): Community Resources**

<http://www.ns.hrdc-drhc.gc.ca/english/communit/cresource.asp>

This page is the access point for a database of contact information for a variety of community resources and partnerships by county. In the first table on the page you select the county you want, in the second table you select the type of organization you want. When you complete the form the server will display the requested information.

**The Canadian Abilities Foundation EnableLink**

<http://www.enablelink.org>

The Canadian Abilities Foundation online.

**Reach Nova Scotia**

<http://www.reachns.ns.ca/index.html>

Reach Nova Scotia commenced operation on June 1, 2000. Its purpose is advocacy and the promotion of equality and justice for people with disabilities. It offers a legal referral service whereby individuals experiencing human rights violations and other social injustices can receive up to three hours free legal consultation. It also publishes a newsletter, and sponsors public information sessions on various topics related to disability and human rights. The web page provides information on Reach NS activities. It was still under construction at the point of printing.

**Invisible Disabilities Association of Nova Scotia**

<http://www.nsnet.org/idans>

Contains information about disabilities that don't manifest themselves visibly. It also has links to other resources that deal in part or full with invisible disabilities.

**Nova Scotia Community Organization Network (NSCON)**

<http://www.nsnet.org>

The NSCON links people in Nova Scotia with disabilities and health challenges to resources and services that promote active healthy independent living.

**About Dial-A-Ride Nova Scotia**

<http://www.gov.ns.ca/homa/dialaride/about.htm>

This site gives information about the Dial-a-Ride program in Antigonish-Guysborough, Colchester and Yarmouth. It is a service that provides inclusive transportation that would otherwise be unavailable in those areas. The site provides links to local projects and also gives contact information for dial-a-ride in the various locations.

**Esmerel's Collection of Canadian Disability Sites**

<http://www.esmerel.org/canada/canada2.htm>

This site contains links to dozens of disability organizations from across Canada. The list is a very comprehensive and virtually all-inclusive list of the who's who of the disability organization community.

**Canadian Council on Rehabilitation and Work**

<http://www.ccrw.org>

This is the home page of the CCRW. It contains links to information about the organization, their programs and services, partnerships and also information for the media.

**Council of Canadians with Disabilities**

<http://www.pcs.mb.ac/~ccd>

This site includes links to information about every facet of the CCD from their newsletter, their FAQ; member groups the council representatives to their committees. It also gives a brief description of their purpose, what they do, examples of what they have done and how you can get involved.

**Canadian Association of Independent Living Centres**

<http://www.cailc.ca>

This is the main page for CAILC the mother organization of the independent living movement in Canada. They have links to information on every part of the organization, including current projects, independent living centres around the country.

**Canadian Paraplegic Association**

<http://www.canparaplegic.org/national>

This is the main site of the CPA. The site is loaded with current news and stories about disability issues. It also contains links to the provincial branches, the services they offer, information about the organization and how to participate within the organization.

**GDSourcing Canada Search Site**

<http://www.gdsourcing.com/works/search2.htm>

This site contains links to several search engines and directories for Canadian Information. They include Canada specific Internet search engines and also university catalogues. A must to use if you need to do research on anything Canadian.

**Integrated Network of Disability Information & Education**

<http://www.indie.ca>

This is the main page for the network. The main page is simply a gateway into the organization and its collection of links to other Canadian disability organizations. The main page includes a search engine so you can look through the collection of information or you can add your own information via an HTML link.

**Disability SIG**

<http://ncf.davin.ottawa.on.ca/freeport/sigs/life/disability/menu>

This site is an un-moderated forum for discussion of issues related to people with disabilities. The intent of the SIG is to provide the space where this discussion can take place. There is a wide range of topics on here from employment to sexuality and access barriers to medical care.

**Public Legal Education Society of Nova Scotia – Publications**

<http://reseau.chebucto.ns.ca/Law/PLENS/booklets.html>

The Society has links to many of their publications on various aspects of the law. Users are allowed to copy and print these publications so long as they are not sold without the permission of the society.

**Public Legal Education society: How to Apply for Social Assistance**

<http://reseau.chebucto.ns.ca/Law/PLENS/social.html>

This site by the Public Legal Education Society of Nova Scotia contains a comprehensive step-by-step instruction guide an applying for social assistance.

**Beginners Guide to Internet**

<http://www.leapday.demon.nl/Introduc.htm>

This site aims to be a starting ground for those who are just starting to learn the Internet. They touch on the subjects of how to find web sites, which browser to use, FTP servers, email programs, chatting and online privacy. Certainly they are all very important parts of the Internet.

**Challenge 2000: Resources for People with Special Talents**

<http://www2.interaccess.com/netown>

This page is the online presence of Challenge 2000. It's a non-profit organization that works to help people overcome developmental disability challenges. This purpose of the site is to help those people and their families get information about disability resources, art galleries, living methods and Challenge 2000 events and news.

**Electronic Books**

<http://www.senecac.on.ca/library/electrobooks.html>

This site contains links to hundreds of books in electronic format ready to read either online or after being downloaded. They cover everything from General Reference to Murder Mystery.

## **Diversity and Equal Opportunity Site Links**

### **Gateway to Diversity Home Page**

<http://www.equalopportunity.on.ca/engtext/home/home.html>

This award-winning Government of Ontario equal opportunity site has important links useful to employers, job seekers and others interested in equal opportunity and diversity in the workplace. Persons with disabilities often face unique and significant employment barriers. The Abilities section of the site provides persons with disabilities with ready access to employment-related information, while connecting employers to useful resources for developing more inclusive workplaces.

### **Diversity Central – Business Case for Diversity**

[http://www.diversitycentral.com/business/business\\_case\\_diversity.html](http://www.diversitycentral.com/business/business_case_diversity.html)

The contents of this page change periodically to include different case studies in a business setting where disabilities and work force diversity are the main issue. The articles are usually very in-depth and cover the topic very thoroughly.

### **Diversity Central – Tips and Techniques**

[http://www.diversitycentral.com/diversity\\_practitioners/tips\\_techniques.html](http://www.diversitycentral.com/diversity_practitioners/tips_techniques.html)

The contents of this page change often to cover tips and techniques on building a successfully diverse work environment. The tips are well thought out and discussed thoroughly.

### **Inclusion Related Web Links**

<http://www.inclusion.com/htdocs/links.html>

This page contains over 100 links to other organization, companies and technology vendors that are related to inclusion, workforce diversity or disability issues. The links cover everything from government legislation to assistive devices.

### **Workforce Issues Links Diversity and Employment Law**

[http://www.orcinc.com/SERVICES/WI/links\\_sub2.html](http://www.orcinc.com/SERVICES/WI/links_sub2.html)

This page contains a few links other organizations that deal with workforce issues. On the page is another menu where one can access more links related to workforce issues and diversity.

### **Workplace Equity – 1998 Merit Awards for Initiatives in Employment Equity**

<http://info.load-otea.hrdc-drhc/~weeweb/meriten.htm>

This page contains the recipients of the 1998 awards. These organizations displayed tremendous efforts in creating a diverse work environment while fostering a comfortable work place.

**ResponsibilityInc.com**

<http://www.responsibilityinc.com>

This site is the main page of the publisher Allegiant Media who publishes four web-based magazines about diversity in the workplace, corporate responsibility, deregulation and closing the gap on discrimination and multi-ethnic health care.

## **Employers and Entrepreneurs Links**

**HRDC (Nova Scotia): Services for Employers**

<http://www.ns.hrdc-drhc.gc.ca/english/employer/service.htm>

This site contains a variety of information aimed at helping employers make their business as successful as possible. It contains links on "How to advertise in the HRCC Job Bank" to "National Government Programs".

**Dispelling Myths**

<http://www.equalopportunity.on.ca/enggraf/ability/empinf.html>

This site is for employers who may have some reservations about hiring employees with disabilities. This article is about debunking some of the myths about hiring persons with a disability. The topic is discussed thoroughly and contains a full FAQ at the end of the document.

**Entrepreneur Quiz: Become a Successful Entrepreneur**

<http://www.homebusinesscenter.com/entrepreneur.html>

This site is a sort of quiz designed to inform people of what skills are necessary to be a successful home business person. You can take the test and see how you measure up to the challenge.

**Employer Resource Links**

<http://www.equalopportunity.on.ca/engtext/resource/employ.html>

This page is designed for employers and creating a more disability-friendly work environment from the start. The site contains links to articles about anti-harassment policies, barrier-free work place and disability management.

**Certificate Program in Occupational Health & Safety**

<http://www.cte.dal.ca/osh.html>

DalTech offers a certificate in OH&S. It is co-sponsored by the NS Department of Labour. This page discusses the purpose of this program, who should apply and admission standards. It includes contact information for the administration of the program so that one can get more information on admission requirements.

## **General Employment Related Links**

### **HRDC (National): Career Awareness Web Site**

[http://www.hrdc-drhc.gc.ca/hrrib/hrp-prh/pi-ip/career-carriere/english/index\\_e.shtml](http://www.hrdc-drhc.gc.ca/hrrib/hrp-prh/pi-ip/career-carriere/english/index_e.shtml)

This site will provide you with very clear and direct career planning information. It also contains links to relevant career development resources. As a sidebar to the main page there are also links to many other programs and agencies dedicated to career planning, employment and youth employment.

### **Career Resources**

[http://www.acrrs.com/career\\_resources.htm](http://www.acrrs.com/career_resources.htm)

After scouring the net for hours the developer of this site posted the best finding of employment resources available on the web. The page contains roughly 100 sites and they are all linked to employment resource pages. They range from very general to very specific in nature.

### **CCDS Employment Links**

<http://www.escape.ca/~ccds/emplinks.html>

The Canadian Centre on Disability Studies has put together a list of specific links related to disability employment. Many of the links have to do with physical rehabilitation and helping those injured or those with newly acquired disabilities get back into the workforce.

### **Employment Resources in Canada for Disabled Individuals**

[http://www.greenridge.com.sg/Vincewebperience/CareerLinks/List\\_disability.htm](http://www.greenridge.com.sg/Vincewebperience/CareerLinks/List_disability.htm)

This is a very comprehensive site of links for disability employment. All of the links contain a brief, but good description of the organization or program and, where possible, contains contact information for that organization.

### **Canadian Council on Rehabilitation and Work: WorkInk Main Home Page**

<http://www.workink.com>

This is the main page of WORKink, an initiative of the Canadian Council on Rehabilitation and Work (CCRW) supported by Human Resources Development Canada (HRDC). It provides information about the organization and its services as well as links

to all its provincial branches. WORKink (Virtual Employment resource centre) is a valuable resource for employers, job seekers and professionals working in the area of disability.

**Canada WorkinfoNET**

<http://www.info-emploi.ca/cwn/english/main.html>

A collection of over 2000 Canadian websites dedicated to helping you find employment.

**Reaching E-Quality Employment Services**

<http://www.escape.ca/~rees/index.html>

This is the site for REES, which is a non-profit employment agency for people with disabilities. They offer access to a wide range of services for both employers and job seekers. The website provides access to all of their programs and contains lots of contact information.

**Bridge to Employment Resources**

<http://www.worksupport.com/Main/bridgesres.asp>

This site offers links to other disability and equity employment sites. Many of the links discuss employment as it relates to many current topics like internet recruiting, employees with HIV/AIDS and self-employment for persons with disabilities.

**University of Toronto Disability Employment Centre - Disability Employment Links**

<http://www.scar.utoronto.ca/~ability/employ.html>

This site contains links to several disability groups around the country that offer employment resources on their own pages. This page is run by the employment center at the University of Toronto.

**HRDC (Nova Scotia): Career Decision Making**

<http://www.ns.hrdc-drhc.gc.ca/english/career/decision.htm>

This page contains several links to organizations and documents that exist to help the reader choose a career or profession. There are approximately a dozen links to choose from and they all have a great amount of information in them.

**InnoVisions Canada -Canadian Telework Association: Disabled and Telework**

<http://www.ivc.ca/part4.html>

The Home Page discusses extensively telework opportunities on the Internet. The disability link discusses specific advantages of telework for persons with disabilities. The page also contains several links to other organizations and articles related to telework.

**Canadian and Home-Based Work**

<http://www.gov.ns.ca/homa/muns/plan/plandev/pd16/Hmnrtrprs.htm>

This page discusses the findings of a government report on home-based work. It gives five recommendations to government and large business for initiating home work programs and it also touches briefly on other issues such as whether or not a company should consider home work.

**Ability: Employment Resources in Canada for persons with Disabilities**

[Http://www.greenridge.com.sg/Vincewebperience/CareerLinks/Links\\_Disability.htm](Http://www.greenridge.com.sg/Vincewebperience/CareerLinks/Links_Disability.htm)

Assembled by the Alberta Association for Community Living, this site contains a bibliography of resources on supportive employment. It includes information on the philosophy of supportive employment, the value to the employer and the practical application.

**CCRW: Nova Scotia WORKink page**

<http://ns.workink.com>

This is the NS site for WORKink. This site contains links to articles on recent events, new legislation and government policy and also rehabilitation in several different contexts. It also contains links to many of their services for job seekers, employers and professionals.

**CCRW Publications**

<http://216.13.114.21/workink/ccrw/products.htm>

This page lists all of the publications that the CCRW has for distribution. The publications are related to employment and specifically about employment for people with a variety of different disabilities.

**The Virtual LMI Toolkit - Links Page: Index**

<http://www.duch.schdist57.bc.ca/dpss/lmi/lmi-vt/links/J.html>

This page contains links to several organizations and agencies related to career planning, employment resources, job preparation and job outlooks. Although some of these sites are international the information contained in them is universal.

**Employment Resources for People with Disabilities**

<http://www.disserv.stu.edu/TC/Grants/COL/listing/disemp>

This page contains several dozen links to organizations and programs for people with disabilities who are looking to enter the workforce. There are several innovative programs listed here as well including several computer based programs based out of Silicon Valley.

**HRDC (National): Welcome to Job Futures**

<http://www.hrdc-drhc.gc.ca/JobFutures/english>

This page is designed for youth to help them in choosing a career. This site calls itself "a two-part reference tool if education and career planning". It contains links to Career Outlooks for Graduates, a survey on what the reader is looking for in an occupation and several links to both provincial and federal programs and agencies to help them get started in finding the right career.

## **Government Departments, Policies and Programs**

**Disability Links Web Site**

<http://www.disabilitylinks.com>

This web site is currently under construction and will come on line during the Fall of 2000. It will provide information about all federal and provincial disability-related programs and services. The web address will be as shown above. This valuable information resource was recommended in the In Unison Report. Watch for it. You will find it useful.

**Statistics Canada**

<http://www.statcan.ca>

This is Canada's largest statistics agency. This page provides information on anything and everything one could possibly imagine. There are several links on the page that point to their various services and other information like census results and Canadian residency statistics.

**HRDC National Site: Guide**

<http://www.hrdc-drhc.gc.ca/dept/guide98/hri.shtml>

This site by HRDC aims to bring together the programs and services HRDC offers that deal with employment, social development and learning. The whole guide is available on the page and every section is divided separated and available through a series of links.

**HRDC (Nova Scotia): Quick Links**

<http://www.ns.hrdc-drhc.gc.ca/english/quick.htm>

This page contains links to several other government programs and departments as well as most HRDC programs. They are all related to job preparation, employment and income security.

**HRDC: Government of Canada Disability Agenda**

<http://www.hrdc-drhc.gc.ca/hrib/sdd-dds/odi/content/goc.shtml>

Provides links to several important federal disability initiatives and reports, including the Federal task force on disability Issues (Scott task force), the In Unison report and the Obstacles report. Good description of federal disability frameworks and policy initiatives over the past several years.

**In Unison: A Canadian Approach to Disability Issues – Executive Summary**

[http://socialunion.gc.ca/pwd/unison/summary\\_e.html](http://socialunion.gc.ca/pwd/unison/summary_e.html)

This is an executive summary of the full In Unison Report. You can reach the full report by choosing the appropriate link at the bottom of the summary page. The In Unison Report represents federal-provincial-territorial agreements reached at the First Ministers Conference in 1996 with respect to a framework for disability policy in Canada. The document is also available in French.

**Employability Assistance for People with Disabilities (EAPD)**

<http://www.tbs-sct.gc.ca/rma/communic/prr98/socunion/case1e.html>

Provides extensive information about the EAPD program and the logistics behind the program.

**Benefits and Services for Persons with Disabilities**

[http://socialunion.gc.ca/pwd\\_e.html](http://socialunion.gc.ca/pwd_e.html)

This page details the need for and the creation of Employability Assistance for People with Disabilities (EAPD). It contains links to the background information on EAPD and the news releases for the program. The text is also available in French.

**CAP – What is Cap?**

<http://cap.ic.gc.ca/3100.htm>

Details the Community Access Program (CAP) designed to provide affordable Internet access to Canadians and also the skills needed to use it effectively. This page contains links to most of the community access sites around Canada.

**Department of Community Services Employment Support Services**

<http://www.gov.ns.ca/coms/ess.html>

Details the information about this program. Includes contact information for the DCS office nearest you.

**Nova Scotia Department of Human Resources**

<http://www.gov.ns.ca/humr>

This is the main page for Human Resources NS. It contains links to courses and training, employment opportunities and all HR legislation.

**NS Department of Labour – Labour Standards Division**

<http://www.gov.ns.ca/labr/labstand/labstand.htm>

This function of the Labour Standards Division is to deal with inquiries and complaints from the public about Labour Standards violations. It contains links to labour legislation.

**Department of Community Services – About the Department**

<http://www.gov.ns.ca/coms/ABOUTTHE.htm>

This is the main page for the Nova Scotia Department of Community Services. It contains links to the Minister's Office, publications, the budget, legislations, income and employment support, and contact information.

**Nova Scotia Disabled Persons Commission Employment Resources Directory 1999**

<http://www.gov.ns.ca/disa/ERD.htm>

This site contains information about employment programs, services and training available to people with disabilities in Nova Scotia. The programs are offered by a wide variety of organizations and the page contains links to those organizations. One important link is to the Employment Resources directory.

**Opportunities 45+ Canadian Links**

[http://www.opportunities45.org/english/links/canadian/gov\\_links.htm](http://www.opportunities45.org/english/links/canadian/gov_links.htm)

Sponsored by the Canadian Seniors Network, this site provides links to most government sites pertaining to disability issues and employment.

**Federal Government Publications Issues in Alternate Formats, 1981-1996**

<http://www.nlc-bnc.ca/services/ealtform.htm>

This page contains information on how to get government publications in alternate formats. The page contains a series of links to a wide variety of government departments and programs that have released publications in formats accessible for people with disabilities.

**Gladnet Government Departments**

<http://gladnet.org/gov.htm>

The Global Applied Disability Research and Information Network on Employment and Training as affiliates all over the world and this page contains links to all the government departments and agencies. From Australia to Korea.

**Government of NS – Government Sites Index**

[http://www.gov.ns.ca/gov\\_index.asp](http://www.gov.ns.ca/gov_index.asp)

This page contains links to every government department in NS as well as every agency and program currently offered by all government departments.

#### **Recommended Internet Links – Workplace Legislation and Income Security Programs**

<http://www.hpl.hamilton.on.ca/net/business/worklegandincomesec.htm>

This site from the Hamilton Public Library offers links to several government departments and agencies that deal specifically with workplace legislation and income security. There are also links to labour law legislation, employment insurance and social insurance numbers.

## **Human Rights Requirements and the Federal Contractors Program Links**

#### **The Canadian Human Rights Act**

<http://www.efc.ca/pages/law/canada/canada.H-6.head.html>

This is the CHR act in its entirety. It is easily navigated with a table of contents.

#### **Canadian Human Rights Commission**

[http://dsp-psd.pwgsc.gc.ca/InfoSource/Info\\_1/HRC-e.html](http://dsp-psd.pwgsc.gc.ca/InfoSource/Info_1/HRC-e.html)

General, and some specific, information about the commission.

#### **Canadian Human Rights Frequently Asked Questions**

<http://www.chrt-tcdp.gc.ca/english/faq.htm>

The Canadian Human Rights Tribunal has posted this page to answer the most common questions asked about the Tribunal and human rights violations or complaints. In many instances the answer is written out on the page or there is a link to other pages that may be able to answer the question(s) more thoroughly.

#### **The Federal Contractors Program: Statement of Requirements**

<http://info.load-otea.hrdc-drhc/~weeweb/staofree.htm>

The Federal Contractors Program lists their 11 criteria for acceptable work equity situations. Each criterion is very specific and explained quite thoroughly. They range from "Communication of Employment Equity Policy to Employees" to "Authorization to Enter Premises".

#### **Nova Scotia Human Rights Commission**

<http://www.gov.ns.ca/humanrights/>

This organization is responsible for processing human rights violations in Nova Scotia. The site contains everything you need to know about inquiries or filing a complaint.

**The Human Rights Directorate**

<http://www.pch.gc.ca/ddp-hrd/english/introeng.htm>

The mission of the program is to promote the development, understanding, respect for and enjoyment of human rights in Canada.

**InfoSource – CHRC Legislation**

[http://dsp-psd.pwgsc.gc.ca/InfoSource/Info\\_1/HRC-LE-e.html](http://dsp-psd.pwgsc.gc.ca/InfoSource/Info_1/HRC-LE-e.html)

This page has a list of all the human rights legislation from the Age Guidelines provisions in 1978 to the Employment Equity Act of 1995. It also includes specific dates and serial numbers for research.

**Human Rights Information and Links**

<http://www.equalopportunity.on.ca/engtext/resource/rights.html>

This page contains links to the human rights commissions in all of the Canadian provinces and it also contains links to some international commissions such as Australia, Hong Kong, and New Zealand.

**Human Rights Internet Resources**

<http://info.library.yorku.ca/depts/law/linkshr.htm>

This site contains almost 100 links to other very comprehensive organizations and collections of human rights material. Maintained by York University, the site is updated semi-annually.

**Lexpert: The Canadian Legal Directory**

<http://www.lexpert.ca/areas/workhumrit.html>

This page contains information regarding human rights legislation and also recent additions to that legislation. The page is there to help readers make informed decisions about what to do if they should have a complaint. It also contains contact information for law firms all over Canada that are experienced in dealing with complaints about human rights violations.

**Human Rights Resources**

<http://www.human-rights-coalition.bc.ca/links.htm>

The BC Human Rights Coalition created this page of links to other human rights organizations and legislation. It also includes links to pages at the University of Ottawa, a global database of human rights resources and the United Nations extensive collection of international information.

### **Human Rights Conference 1995**

<http://www.acjnet.org/white/clea/hrc1995.html>

This page is the report of the entire 1995 CLEA human rights conference. The report is divided by section and presented through a series of links. The conference this year had the theme "The Dollars and Sense of Human Rights".

### **Human Rights Conference 1996**

<http://www.acjnet.org/white/clea/hrc1996.html>

This page is the report of the entire 1996 CLEA human rights conference. The report is divided by section and presented through a series of links. The conference this year had the theme "Some of my Best Friends are..."

## **Job Accommodations**

### **JAN on the Web – JAN Canada**

<http://janweb.icdi.wvu.edu/english/homecan.htm>

This is the homepage of the Job Accommodations Network. It provides links to their organizational information, their history and mission, services, facts about JAN and their publications.

### **Pubs Home Page**

<http://janweb.icdi.wvu.edu/english/pubs>

This page provides links to all the publications that the Job Accommodation Network (JAN) has released and is still distributing. They can be viewed as HTML through a web browser or as a PDF and viewable through Acrobat Reader.

### **Job Accommodation Links**

<http://www.equalopportunity.on.ca/enggraf/resource/accommod.html>

Contains links to several sites related to job accommodation; Barrier-free employment, accommodation assessments and technology solutions for better accommodation.

### **Workplace Adaptation Articles**

<http://www.interlog.com/~acantor/publicat.htm>

A site containing links to several articles about workplace adaptation for people with disabilities.

**Links to Assistive Technology**

<http://www.viguide.com/techmain.htm>

This site contains links to several companies that manufacture or develop technical aids for persons with disabilities. Many of the companies have catalogues of their products that are available for mailing.

**Disability & Assistive Technology Index**

<http://www.iwaynet.net/~tliu>

This site contains links to information on specific technical aids. All the links are separated by category. Each category contains links to several different devices or pieces of software.

**Informed Consumer's Guide to Office Equipment**

[http://www.abledata.com/text2/icg\\_off.htm](http://www.abledata.com/text2/icg_off.htm)

This site is a beginner's guide to choosing what variety of technical aids may be necessary for person with a particular disability. It also guides the reader through the process of finding a suitable technical aid.

**Job Accommodation**

<http://www.equalopportunity.on.ca/engtext/ability/acco.html>

This is a very brief informational article on the use of technical aids and job accommodations that may or may not be necessary for employees with disabilities.

**Types of Accommodation**

<http://www.equalopportunity.on.ca/engtext/ability/type.html>

This page details the different types of job accommodations that exist: Modifications to the work environment, assistive devices, and job modifications. Each class of accommodation gives approximately 8 examples of that modification.

**Links to Access Technology Manufacturers on the Web**

<http://met.open.ac.uk/access/reports/accessTech.html>

This site contains several links to developers, retailers and manufacturers of assistive devices. Although based in the UK, these products have North American suppliers. The links have been made to text-based homepages where available.

**Scan-A-Word**

<http://www.closingthegap.com/news/archives/1-3-00/pr1.html>

This page details the information on the Scan-A-Word. It's a lightpen that is a page reader. It reads the text as you pass the pen over the lines. The document contains ordering information and contact information for the manufacturer.

**Table comparing prices and features of Electronic Reading Devices**

<http://www.dinf.org/tiresias/Equipment/eb10table.htm>

This table compares the prices and features of several different page readers. It may come in very handy when making the decision on which screen reader to purchase.

**UW Library: Adaptive/Assistive Technology Information**

[http://www.lib.uwaterloo.ca/discipline/Disability\\_Issues/adaptive.html](http://www.lib.uwaterloo.ca/discipline/Disability_Issues/adaptive.html)

The library at the University of Waterloo maintains this site. It contains several links to retailers and manufacturers of assistive and adaptive technology. It also contains links to some organizations that provide support for persons with disabilities.

**Workplace Supports for Persons with Significant Physical Disabilities**

<http://www.vcu.edu/rtrcweb/sec/winter.htm>

This article identifies the need for disability support in the workplace. It also makes suggestions on how one can identify where and how these supports should be used. At the end of the page there are some links to some related articles that further explain this topic.

## **Job Finding and Resume Preparation Links**

**Illinois Wesleyan University Career Center: How to Create an On-Line Resume**

<http://titan.iwu.edu/~ccenter/resume>

This is a fully detailed site on preparing your resume for viewing on the web.

**Mayo Online Career Centre**

<http://www.mayo.edu/career/career.html>

The Mayo clinic site acts as an information vehicle to inform people of their services. Mayo is an affirmative action equal opportunity educator and employer. It has an excellent on-line tutorial for all phases of job finding from career planning to the job interview and first job. A site well worth visiting if you are job hunting.

**PLA Online: What is Prior Learning Assessment?**

<http://www.ola.bc.ca/pla/explanation.html>

This page gives a brief explanation about what a prior learning assessment actually is. The site gives links to other facets of information on PLA and each topic is discussed briefly, but thoroughly.

**Prior Learning Assessment Tool**

<http://www.back2college.com/assesstool.htm>

This is an actual "test" to determine where you stand with your prior learning. Simply answer 9 questions and submit your answers. The server will give you a score with which you can analyse your probability of success in another learning experience.

**PLA Online Resources: Self-Assessment Tools**

<http://www.ola.bc.ca/resources/tools.html>

This page gives a few links to some exercises about PLA and whether it is right for you. The exercises range from "Are you a good candidate for PLA" to "What are your career and/or educational goals?"

**HRDC: Jobs, Work and Employment in Nova Scotia**

<http://www.ns.hrdc-drhc.gc.ca/english/service/service.htm>

This site contains links to all of the HRCs and their job postings in Nova Scotia. First there is a graphical map and one can simply click on their geographic region, or at the end of the page is a textual list of the HRCs. There is also a link to a list of HRCs for students.

**Saxon Associates: Tips for the Interviewing Process**

[http://www.saxonassoc.com/interview\\_process.htm](http://www.saxonassoc.com/interview_process.htm)

This site contains dozens of hints and tips for preparing and going through a successful interview. It touches on handling questions, body language and interview follow-ups.

**Welcome to the Resume Place: Home Page**

<http://www.resume-place.com>

Another site on creating that perfect resume. It contains various examples of different types of resumes and gives plenty of tips and pointers for tailoring your resume for specific job types. Check out the sample resumes.

**Applying for Jobs Online: A lesson in communicating electronically**

<http://www.computerbits.com/archive/19990200/jobsv9n2.htm>

This article by Rebecca Smith discusses the etiquette and do's and don'ts of looking for and applying for jobs online. It deals with the pros and cons of different resume formats, and discusses formatting scannable resumes.

**BC AETT: Employability Skills for British Columbia**

<http://www.aett.gov.bc.ca/employability/append1.htm>

This page is actually a checklist of skills that an employee may possess. One can print the survey from the website and use it to see what skills they may possess. The results can be used to either strengthen skills or communicate them in a resume.

**University of Wisconsin-Milwaukee Career Development Center**

<http://www.uwm.edu/Dept/CDC/>

This site contains information about every phase of job hunting and resume preparation. There are links to several sample resumes in different formats.

**Manitoba Employability Skills Portfolios Home Page**

<http://www.mbnet.mb.ca/~stjamesa/parents/employability>

This page describes the need to have a skills portfolio. It is an excellent way to showcase your skills and abilities. This site is designed so that the user can browse through a variety of materials and then decide how they would like to assemble their own portfolio.

**Halifax Jobs: Jobs and Employment in Halifax**

<http://www.halifax-jobs.com>

This site is completely dedicated to jobs in the Halifax-Metro area. It also has links to thousands of companies in Halifax.

**Using the Work Place – Looking for Work**

<http://workplace.hrdc-drhc.gc.ca/looking.htm>

A site by HRDC. It contains links to national, provincial and local job banks as well as 40 major newspapers across the country for job listings.

**HRDC: Work Opportunities in Nova Scotia**

<http://www.ns.hrdc-drhc.gc.ca/english/jobs/nsjobs.htm>

A site containing a list of links to other employment opportunities all over the province.

**Conference Board of Canada Employability Skills Profile**

<http://www2.conferenceboard.ca/nbec/eprof-e.htm>

This site is written from the perspective of the employer. It discusses what variety of skills are essential and desirable to employers in their employees. It also lists several companies that participate in skills training partnerships. Those companies range from Air Canada to Xerox Canada.

**Glooscap Employment Information and Training**

[http://www.go.ednet.ns.ca/educate/job\\_info.html](http://www.go.ednet.ns.ca/educate/job_info.html)

This site provides several links to organizations and information related to employment, skills training programs, news, employment statistics and career sites. Note: The sites listed are not all inclusive.

**Damn Good Resume Books**

<http://www.damngood.com>

This site offers several resume-writing books for sale via this website. Also, accessible via graphic tabs, there are links to tips on resume writing, sample resumes, resume guides and special software for formatting your resume.

**IVillage: Career – Career Shift Coach**

<http://www.ivillage.com/content/categories/0,1825,1946~41,00.html>

This page offers several links to some very strong articles about things to consider when changing a career. Each topic is discussed very thoroughly and informally. They are easy to read and answer a lot of pressing questions about each topic.

**Enterprise for Youth Group's guidebook, "10 Essentials to Get That Job"**

<http://www.on.hrdc-drhc.gc.ca/phd/programs/EYG/home.htm>

This page contains links to all of the 10 steps in this great book about preparing one's self for finding employment. While the online material consists of only excerpts from the book the full publication is available for free from HRDC.

**The Ultimate Online eResume Guide for Winners: Learn about electronic resumes and online job networking**

<http://www.eresumes.com>

This site features reviews on job searching, resume writing and a raft of other books. It also offers links to several books, tutorials on creating a good resume, a gallery of resumes posted on the web, employment and the media.

**The ABOUT.COM Web site: Finding a job when you have a physical disability in Canada**

<http://jobsearchcanada.about.com/aboutcanada/jobsearchcanada/library/weekly/aa081397.htm?once=true&>

This page is an article about the unique challenges of job seeking with a physical disability. It discusses some of the barriers, myths and attitudes that one faces while searching. The article gives links to several organizations dedicated to helping people with disabilities find employment.

**Resume Place: Private Industry Resume Writing**

<http://www.resume-place.com/private>

This page gives a very brief description of the subtle nuances of writing a resume for the private sector. There are several links to resume writing services and some other resume writing resources.

**Vocational and Educational Services for Individuals with Disabilities (VESID): Provider Guidelines for Supported Employment**

<http://web.nysed.gov/vesid/news/ProviderGuidelines.htm>

This page gives several guidelines for service providers for supported employment. The guidelines are intended to facilitate quality service delivery as well as cooperation between employees with disabilities and supported employment service providers. Every topic is explained in great depth.

**Quintessential Careers: Career-Related Tutorials**

<http://www.quintcareers.com/tutorials.html>

This page has several links to tutorials on everything from writing a good cover letter to salary negotiation. These tutorials are very thorough and are exceptionally well thought out.

**Damn Good resumes: Resume Catalog: 200 Damn Good Examples**

<http://www.damngood.com/catalog>

This page describes a book of over 200 of the best resume samples. The site highlights the differences between a good and a bad resume, what the employer is looking for in a resume and how to write your resume.

**Saxon Associates: Tips for Applicants in the Interview Process**

[http://www.saxonassoc.com/interview\\_process.htm](http://www.saxonassoc.com/interview_process.htm)

This site lists 5 links that discuss five different parts of a job interview. Each section discusses the etiquette for each situation and also how to proceed through each section. The links include interview preparation, handling questions, body language, interview etiquette and the interview close and follow-up.

**How to Write an Effective Resume – And what to do once you’ve got it**

<http://www.jmbcommunications.com/rsz.html>

This page allows you to order the full publication in print form. However, among the advertising on this page the publication is here in its entirety, presented through a series of links to the respective chapters.

**Halifax Herald Limited: Job Search Information**

<http://jobspress.com/jobconnector.html>

The job connector is designed to match skills to jobs in Nova Scotia. You can post a mini resume. This is a great way to increase the reach of your job search. Find someone who needs your special qualifications.

**Applying for Jobs Online: A lesson in communicating electronically**

[Http://www.computerbits.com/archive/19990200/jobsv9n2.htm](http://www.computerbits.com/archive/19990200/jobsv9n2.htm)

An article by Rebecca Smith explains the ins and outs of applying for employment online.

**CCRW (WORKink Nova Scotia): Creative Ways to Find Employment**

<http://ns.workink.com/articles.asp?subsection=977#feature>

Through networking and online employment hunting there are several creative ways to find a job. This article presents guidelines and tips.

**Nova Scotia Disabled Persons Commission: NS Employment Resources Directory, 1999**

<http://www.gov.ns.ca/disa/ERD.HTM>

This site hosts a comprehensive directory of employment services and service providers throughout the Province. Contact information is included.

**CCRW (WORKink Nova Scotia): Articles about Looking for Work**

<http://ns.workink.com/articles.asp?subsection=977#feature>

This page contains articles about looking for work. They are changed frequently so you can check back often to read the new articles. The writings are informational and usually motivational and very positive. There is a link at the bottom of the document to previous articles.

**CCRW (WORKink Nova Scotia): Article Archive List**

<http://ns.workink.com/archive.asp?subsection=977>

This page contains past articles about looking for work. They deal with a variety of topics related to looking for work and related content.

**CCRW (WORKink Nova Scotia): Finding Work on the Net**

<http://ns.workink.com/articles-archive.asp?id=1446&purge=220000426&publish=20000426>

This is an article by Brian Mairs discussing how to find employment online over the net. It mentions things from preparing your resume in a variety of formats both on paper and

electronic to where to find the employment resources on the net. The page also contains links to other pages detailing resume preparation and employment resources.

#### **Job Search Resources for Disability Caseworkers**

<http://www.workright.org.au/Resources/Jswguide.htm>

This publication was made available in print form a few years ago and has since been put on the web. The purpose of this book is to help caseworkers working with disabled clients to find employment. The book guides the caseworker through the steps. All of the sections of the book are presented through a series of links to make navigation easier.

#### **CCRW (WORKink Nova Scotia): Finding Work on the Net**

<http://ns.workink.com/articles-archive.asp?id=1446&purge=220000426&publish=20000426>

This is an article by Brian Mairs discussing how to find employment online over the net. It mentions things from preparing your resume in a variety of formats both on paper and electronic to where to find the employment resources on the net. The page also contains links to other pages detailing resume preparation and employment resources.

#### **HRDC: The WORK Place - Looking for Work?**

<http://workplace.hrdc-drhc.gc.ca/looking.htm>

This site is hosted by HRDC and contains links to several employment resources within HRDC and other sites. The WORK place aims to be a one-stop resource when looking for employment. You can access HRDC job listings, the national job bank, the national employment want ads and other job listings. It's a comprehensive employment site.

#### **Looking For Work: Guided Tour**

[http://www.worksearch.gc.ca/engl\\_text\\_site/looking/what\\_work.htm](http://www.worksearch.gc.ca/engl_text_site/looking/what_work.htm)

This site offers links to several guides on personal development, assessment and becoming more marketable. It also gives descriptions of the different job markets and tips on how to operate while job searching in each of those job markets.

## **Labour Market Information Links**

#### **HRDC: Nova Scotia Labour Market Information**

<http://www.ns.hrdc-drhc.gc.ca/english/lmi/lmi.asp>

This page is for anyone who wants to gain a better understanding of the Nova Scotia Labour Market. It has links to labour market summaries for the various HRDC zones throughout the province, as well as information on occupations, skill requirements and rates of pay in different occupations. It contains summaries of hundreds of job

descriptions, employment and labour statistics, employment prospects, wage information and a whole raft of other things. It also breaks it down by region. A very comprehensive site! It is an important resource for employers and job seekers alike.

**HRDC (NS): Labour Force Notes**

<http://www.ns.hrdc-drhc.gc.ca/english/lmi/P&E>

Here you'll find a summary of recent labour market information from January to May 2000. These notes are based on Statistics Canada's labour force survey. They include unemployment rates for all of Nova Scotia. Each month is presented as a new link.

**HRDC (NS): Labour Market News**

<http://www.ns.hrdc-drhc.gc.ca/english/lmi/lmn>

This page contains summaries of labour market news for every month of 2000 and previous years are archived on another page (accessible via a link). The news includes new developments in current employment conditions, new large trends taking place such as the offshore energy project, etc.

**HRDC (NS): Nova Scotia Wage Information Report**

[http://www.ns.hrdc-drhc.gc.ca/english/lmi/wage/ns\\_wage.htm](http://www.ns.hrdc-drhc.gc.ca/english/lmi/wage/ns_wage.htm)

This page offers estimates of going wage rates for hundreds of occupations all across the province. The occupations are listed alphabetically, by type and also by NOC. It covers pretty much every occupation in Nova Scotia.

**HRDC (National): Understanding Job Futures (Part 1)**

<http://www.hrdc-drhc.gc.ca/JobFutures/english/volume1/underst.htm>

This page is the first part in a much larger work about employment and workforce trends. This section provides information about work experience in the occupational group. Its goal is to educate the readers on how to make educated guesses about the future directions of the labour market so they can move with the trends.

## **Students with Disabilities**

**Employability: A guide for students with a disability**

<http://adminwww.flinders.edu.au/careers/edpapp.html>

This site guides students with disabilities through job preparation to finding employment. The document pertains mainly to resume preparation and there is a section on disclosure of the disability, and there are two links to related articles on disability disclosure.

### **Nova Scotia Department of Education and Culture; Career Options Handbook**

<http://www.gov.ns.ca/cmns/msrv/nr-1996/nr96-04/96041602.htm>

This is a government press release detailing the Career Options Handbook. This book is released every two years in order to provide the most up-to-date details on occupations specific to the NS labour market.

### **Nova Scotia Student Assistance Program**

<http://www.ednet.ns.ca/educ/student/menu.htm>

This program is the homepage for Nova Scotia student loans and student aid. You can get everything from a full description of all their programs to other links related to student assistance. You can even track the status of your application online.

### **Student Employment Network**

<http://www.studentjobs.com>

This site is designed specifically for youth and helping them procure employment. It contains a link to job search tips and another to several employment resources. The main page gives lots of information on two new publications: the Canada Student Employment Guide and the Canadian Job Directory.

### **HRDC: Student Financial Support**

<http://www.ns.hrdc-drhc.gc.ca/nsydnev/common/income.html>

This HRDC site includes links to several government benefits programs including the basics of the student loan programs for full/part time students, female doctoral students, students with disabilities and also information on interest relief.

## **Workplace Disability Strategies**

### **National Institute of Disability Management and Research: Training Programs**

<http://www.nidmar.ca/textonly/training.htm>

This page describes the Institute's training options, including the certificate program in Disability Management and the Workshop Series. It describes the content covered in both types of training and the purposes of such training.

### **CCRW Skills Training Partnerships**

<http://216.13.114.21/workink/ccrw/december99.htm>

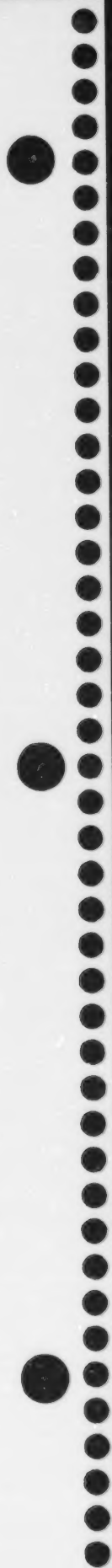
This page contains an article about the success of the STP model. They say that the proof is in the projects. With clients like Imperial Oil, Staples, Sheraton Halifax, and Wal-Mart the projects are really catching hold.

**CCRW Press Release – Wal-Mart**

<http://www.ccrw.org/ccrw/en/rel/nov2229.htm>

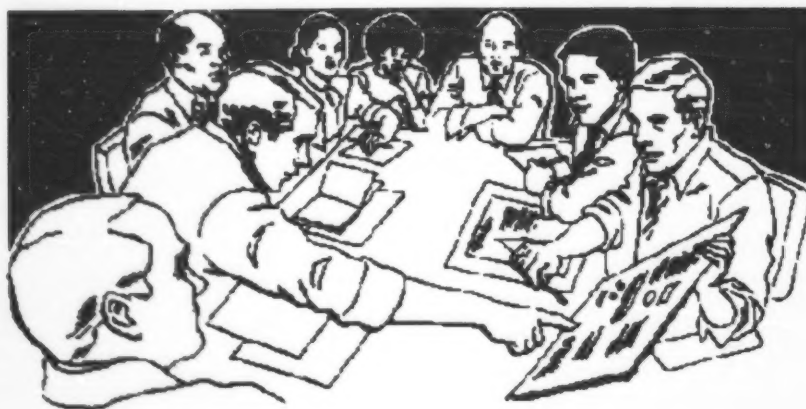
The CCRW issued this release when they had signed a contract with Wal-Mart to provide a national retail customer service training and employment project. It was the first of their skills training partnerships, a model that has now become very popular. The project provided retail customer service training and pre-employment skills to project participants. All persons involved in the project were assured employment in Wal-Mart stores.





# **Book I**

## **Appendix**





**Appendix I-A**  
**Nova Scotia Employment Equity Practitioners Association**  
**List of Members**

**Date: April 1, 1999**

| <b>MEMBER - 99/2000</b>                                                                                     | <b>phone</b>                                      | <b>fax</b> | <b>e-mail</b>              |
|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------|------------|----------------------------|
| Jasbir Bajwa<br>Halifax Regional School Board<br>90 Alderney Dr.<br>Dartmouth, NS                           | 464-2327<br>no invoice<br>came with<br>the cheque | 464-2420   |                            |
| Anne Betts<br>PSAC<br>Suite 301, 287 Lacewood Dr.<br>Halifax, NS B3M 3Y7                                    | 443-3541                                          | 443-8291   | bettsa@psac.com            |
| Lucille Bourque-Lampier<br>Canada Post<br>P.O. Box 1689<br>Halifax, NS B3J 2B1                              | 494-4183                                          | 494-4781   |                            |
| Steve Belding<br>Halifax Employers Association<br>5121 Sackville Street, Suite 200<br>Halifax, NS B35 1K1   | 422-4471                                          | 422-7550   |                            |
| Rob Burns<br>Dartmouth Marine Slips<br>P.O. Box 380<br>Dartmouth, NS B2Y 3Y5                                | 494-5330                                          | 494-5203   | burns.robert@dmsl.com      |
| Angela Charlton<br>Halifax Employers Association<br>5121 Sackville Street, Suite 200<br>Halifax, NS B3J 1K1 | 422-4471                                          | 422-7550   |                            |
| Cheryl Deveau<br>I.M.P. Group Limited<br>2651 Dutch Village Rd.<br>Halifax, NS B3L 4T1                      | 493-2331                                          | 453-6931   | cheryl.deveau@impgroup.com |

|                                                                                                                   |                                          |          |                                |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------|--------------------------------|
| Rob Fisher<br>Halifax Employers Association<br>5121 Sackville St., Suite 200<br>Halifax, Nova Scotia B3J 1K1      | 422-4471                                 | 422-7550 | N/A                            |
| Theresa Halfkenny<br>Human Resource Development Canada<br>P.O. Box 1350<br>99 Wyse Rd.<br>Dartmouth, NS B2Y 4B9   | 426-4076<br>no invoice<br>with<br>cheque | 426-3921 | theresa.halfkenny@hrdc-rhdc    |
| Charles Hart<br>Royal Bank of Canada, Human Resources<br>P.O. Box 1147<br>Halifax, NS B3J 2Y1                     | 421-8151                                 | 421-7921 | charles.hart@royal Bank.com    |
| Kevin Jackson<br>Fisheries & Oceans<br>45 Alderney Drive<br>P.O. Box 1035<br>Dartmouth, NS B2Y 4B7                | 426-3677                                 | 426-5063 | jacksonk@mar.dfo-mpo.gc.ca     |
| Cindy James<br>Acadia University, Equity Office<br>Wolfville, NS B0P 1X0                                          | 585-1298                                 | 585-1075 | cindy.james@acadiau.ca         |
| Jane Kennedy<br>IWK Grace Health Centre<br>5850/5980 University Avenue<br>P.O. Box 3070,<br>Halifax, NS B3J 3G9   | 420-6619                                 | 420-6612 | <u>jkennedy@iwkgrace.ns.ca</u> |
| Amanda Leblanc<br>IWK Grace Health Centre<br>5850/5980 University Avenue<br>P.O. Box 3070,<br>Halifax, NS B3J 3G9 | 428-5983                                 | 420-6612 | <u>aleblanc@iwkgrace.ns.ca</u> |
| Jackie MacLachlan<br>Halifax Regional Fire & Emergency Service<br>P.O. Box 1749<br>Halifax, NS B3J 3A5            | 490-4241                                 | 490-5528 | maclacj@regionhalifax.ns.ca    |

|                                                                                                                |          |          |                                  |
|----------------------------------------------------------------------------------------------------------------|----------|----------|----------------------------------|
| Paul MacDonald<br>Canadian Council on Rehabilitation and Work<br>21 Topple Dr<br>Dartmouth, NS B3B 1R2         | 468-1188 | 468-1144 |                                  |
| Bev McGregor<br>Halifax Shipyard<br>P.O. Box 9100<br>Halifax, NS B3K 5M7                                       | 423-9271 | 494-5554 |                                  |
| Catherine Meade<br>Nova Scotia Barristers Society<br>1101- 1645 Granville St.<br>Halifax, NS B3J 1X3           | 422-1491 | 429-4869 | cmeade@mail.nsbs.ns.ca           |
| Donna Merriam<br>Teamwork Co-op Ltd.<br>2131 Gottingen St. , Suite 102<br>Halifax, NS B3K 5Z7                  | 422-8900 | 422-3992 | ax690@chebucto.ns.ca             |
| Elaine Molgat<br>Employment Equity Office<br>Dalhousie University<br>Halifax, NS B3H 4H6                       | 494-6672 | 494-1179 | elaine.molgat@dal.ca             |
| Alex Orbegoso<br>Canadian Institute for the Blind<br>6136 almon St<br>Halifax, NS B3K 1T8                      | 453-1480 | 454-6570 |                                  |
| Sylvia V. Paris<br>Department of Education<br>P.O. Box 578<br>2021 Brunswick St.<br>Halifax, NS B3J 2S9        | 424-3429 | 424-0749 | parrissv@gov.ns.ca               |
| Pratibha Popat-Randhawa<br>CIBC<br>1809 Barrington St. 16 <sup>th</sup> floor, Box 1665<br>Halifax, NS B3J 3A3 | 428-4986 | 4296416  | pratibha.propatrindhawa@cibc.com |
| Gerald Roy<br>Canadian Human Rights Association<br>P.O. Box 3545, South Station<br>Halifax, NS B3J 3J2         | 426-8386 | 426-2685 | gerald.roy@ehre.ca               |

|                                                                                                                                    |                            |          |                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------|----------------------------------------------------------------------------------|
| Darren Ruck<br>Scotiabank<br>1709 Hollis St, PO Box 2146<br>Halifax, NS B3J 3B7                                                    | 420-4950                   | 420-3578 |                                                                                  |
| Sharon Rutland<br>JPS Information Technology<br>1791 Barrington, Suite 1130<br>Halifax, NS B3J 3K9                                 | 422-1701                   | 420-0156 | srutland@sps.it.ca                                                               |
| Nadine Saab<br>Sheraton Casino Halifax<br>1919 Upper Water Street<br>Halifax, NS B3J 3J5                                           | 428-7824                   | 428-7894 | nadin_saab@sharaton.com                                                          |
| Viki Samuals<br>NS Human Rights Commission<br>5675 Spring Garden Rd. 7 <sup>th</sup> floor<br>P.O. Box 2221<br>Halifax, NS B3J 3C4 | 424-7356<br>or<br>424-4111 | 424-0596 | hlfxlord.hrc.viki@gov.ns.ca                                                      |
| Marilyne Schelleman<br>Harris & Roome Supply Limited<br>P.O. Box 9078, Station "A"<br>Halifax, NS B3K 5M7                          | 457-8712                   | 457-1558 |                                                                                  |
| Jan Sheppard Kutcher<br>MISA<br>2131 Gottingen St.<br>Halifax, NS B3K 5Z7                                                          | 423-3607                   | 423-3154 | <a href="mailto:employment.service@misa.ns.ca">employment.service@misa.ns.ca</a> |
| Rick Sider<br>Labour Program - Human Resources Dev.<br>41 Hillside Cr.<br>Lower Sackville, NS B4C 2G8                              | 865-7434                   | 865-3615 |                                                                                  |
| Sandra Smith Muir<br>Canadian Human Rights Commission<br>5475 Spring Garden Rd, Suite 203<br>Halifax, NS B3J 3J2                   | 426-1379                   | 426-2685 | sandra.smith-muir@chrc.ca                                                        |
| Christine A. Tate<br>Halifax Sheraton Hotel<br>1919 Upper Water St.<br>Halifax, NS B3J 3J5                                         | 428-7866                   | 428-7894 | chritine_tate@sheraton.com                                                       |

|                                                                                                                             |                                                        |          |                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|----------|------------------------------------------------------------------------------|
| David Thomson<br>Halifax Shipyard<br>P.O. Box 9100<br>Halifax, NS B3K 5M7                                                   | 423-9271                                               | 494-5554 |                                                                              |
| Pat Thompson<br>Pat Thompson & Association - Multicultural<br>Consulting Service<br>2428 Harvard St.<br>Halifax, NS B3L 2T1 | 429-5424                                               | 429-2207 | pat.thompson@nssympatico.ca                                                  |
| Allan P. Turner<br>Maritime Forces Atlantic<br>P.O> Box 99000, Stn Forces<br>Halifax, NS B3K 5X5                            | 427-0550<br>ext 1532                                   | 4270431  | <a href="mailto:apturner23@aol.com">apturner23@aol.com</a>                   |
| Sandra Vidito<br>Halifax Regional Mun. Fire & Emergency<br>Service<br>P.O. Box 1741<br>Halifax, NS B3J 3A5                  | 490-4247                                               | 490-4247 | <a href="mailto:viditos@regionhalifax.ns.ca">viditos@regionhalifax.ns.ca</a> |
| Paula Webb<br>Bradson Staffing Services<br>1791 Barrington St. , Suite 1130<br>Halifax, NS B3J 3K9                          | 422-9675                                               | 420-0156 | pwebb@bradsoncom                                                             |
| Norma Williams<br>Halifax Regional School Board<br>90 Alderney Dr.<br>Dartmouth, NS B2Y 4S8                                 | 464-2327<br><u>no invoice<br/>came with<br/>cheque</u> | 464-2336 | <a href="mailto:nwilliams@hrsb.ns.ca">nwilliams@hrsb.ns.ca</a>               |
| Gay Wishart<br>Staffing Services<br>Dalhousie University<br>Halifax, NS B3H 3J5                                             | 494-1116                                               | 494-2888 | Gaye.wishart@dal.com                                                         |
|                                                                                                                             |                                                        |          |                                                                              |

